



\_\_\_\_\_

GEN

ALLEN COUNTY PUBLIC LIBRARY



3 1833 00098 2964

Gc 977.2 H62ic no.43  
HISTORICAL RECORDS SURVEY.  
INDIANA.  
INVENTORY OF THE COUNTY  
ARCHIVES OF INDIANA



Digitized by the Internet Archive  
in 2014

<https://archive.org/details/inventoryofcount4319hist>













KOSCIUSKO COUNTY COURTHOUSE

Warsaw, Ind.



(In the final publication an enlarged picture, 5 x 7,  
will appear here.)

INVENTORY OF THE COUNTY ARCHIVES  
OF INDIANA

Prepared by

The Historical Records Survey  
Division of Women's and Professional Projects  
Works Progress Administration

NO. 43. KOSCIUSKO COUNTY (WARSAW)

W. P. A.

\*

Indianapolis, Indiana

The Historical Records Survey

September 1937





## PREFACE

This inventory of Kosciusko County records constitutes a part of a general guide to the county archives of Indiana. It has been prepared by the Historical Records Survey of this state, operating as a separate project under the Works Progress Administration.

1414553

The survey of state and local historical records in Indiana was instituted on February 19, 1936, as part of a nation-wide undertaking under the supervision of Dr. Luther H. Evans. Samuel J. Kagan, state archivist of the Indiana History and Archives Division of the State Library, was assigned to lead the project as State Director. In the beginning the survey was closely associated with the Writers' Project. On September 23, 1936, the Historical Records Survey was nominally as well as factually made independent of the Writers' Project. In general, it has from its inception acted as a separate and independent unit of Federal Project No. 1.

The aim and purpose of the survey of county records in Indiana have been to furnish the officials of the local, state, and national governments, students of history, lawyers, and genealogists, and the general citizenry interested in the county records, with a convenient tool for use in consulting them. It is the object of the Survey to make the valuable source materials that are to be found in the Indiana courthouses and other public buildings, available and more accessible to those who may be in need of them. It is our hope that the information contained



## Preface

in this inventory will arouse greater interest in state and local historical records and will encourage officials to continue the improvement of methods for the preservation and safekeeping of those records.

The field work of the survey of Kosciusko County was begun on May 11, 1936, under the district supervision of Mrs. Fred Elbel, of South Bend, later succeeded by Alvin Melser, of Mishawaka. The field workers were Albert Botos, Fred Fulford, John Manuszak, James Mackoy, and A. Drayton, all of South Bend, and Harry West of Mishawaka. It was completed on July 1, 1936. Many visits, however have since been made to the county courthouse to check and recheck the information contained herein, the final recheck having been made in June 1937.

There are ninety-two counties in Indiana. When the survey of the county archives is completed a separate volume is to be devoted to each county inventory in the state. Kosciusko County is No. 43.

The inventory proper is preceded by a number of introductory sections to enlighten the reader concerning facts and events forming the background and basis of the records. The entries for the record series are carried in consecutive numbering for the county. The bureaus are arranged in functional order: Governing boards; major administrative offices; judicial offices; and financial, educational, health, engineering, and other groups. Wherever applicable, natural groupings under separate headings are made within the bureau, and the entries are arranged thereunder also according to their functional sequence. A





## Proface

Full and extensive index following the inventory will help the reader locate records with a minimum of inconvenience and effort.

The editing of this inventory has been conducted by an editorial staff of some forty men and women, whose labors we deeply appreciate and wish to recognize forthwith, captained by Harry A. Rider, editor; John R. Milligan in charge of accession and classifying; Louise Nation in charge of checking; Canis E. Brockway in charge of condensing; Julius Salman, legal advisor; and Howard G. Underwood, historical research editor.

The original survey was made in the field under the direction of the State Director and carefully checked and compiled in the form of this inventory in the State Office. Of the industrious and painstaking devotion to his task of each and every person who had a part in the Survey we are keenly aware, and we regret that we cannot commend by name the services of all who have contributed to the publication of this volume.

The Survey is indebted to county officials; to the State Works Progress Administration; to Kenneth E. Lancot, Acting Director of Women's and Professional Projects, who has rendered the Survey a great personal service in the administering of the project; and to Dr. Christopher B. Coleman, who has taken personal initiative and interest in behalf of the Survey in giving technical advice to the project.

S. J. Kagan, State Director

The Historical Records Survey



## FOREWORD

A guide to county and township records in Indiana has long been needed by both local officials and the general public. The Works Progress Administration project called the Historical Records Survey is the first attempt to supply this need. Few more useful fields of employment could have been found than the survey of local and state historical records, even though the work inevitably presented unusual difficulties. The completion of the survey of historical records in Indiana is a source of genuine satisfaction.

We are indebted first of all to the Works Progress Administration for providing for the survey and financing it. The National Director of the project, Dr. Luther H. Evans, assured a fruitful product of the work by ably outlining it and drafting the forms to be used by the field workers so as to insure the greatest completeness with the least likelihood of errors. He and his assistants have done all that was possible for this nation-wide survey. Samuel J. Kagan, State Director of Indiana, deserves great credit for his energy and ability in organizing the office and field forces which have carried out the project. To assemble and organize more than one hundred and fifty persons in a new line of work in which there were few local precedents, and to complete a survey of the county records in all the ninety-two counties, including the townships, at first, seemed almost impossible of accomplishment within a year. It has, however, been accomplished.





## Foreword

An advisory committee has helped guide work upon the project, though no meetings were held, its members in many instances were a great help. A word of appreciation must be recorded here for the county officers who courteously gave the representatives of the survey access to the records in their offices and cooperated in the making of the survey. Especially is the state indebted to those officers who made possible the photographing of old records for preservation in a central depository.

CHRISTOPHER B. COLEMAN

Director, Indiana Historical Bureau



## TABLE OF CONTENTS

### Part A. Kosciusko County and its Records System

1. Historical Sketch ..... 5  
Map of Kosciusko County.
2. Governmental Organization and Records System ..... 13  
Chart of Kosciusko County Governmental Organization.
3. Housing, Care, and Accessibility of the Records ..... 28  
Floor Plans of Courthouse.
4. Abbreviations, Symbols, and Explanatory Notes ..... 38

### Part B. County Offices and their Records

- I. County Commissioners ..... 45  
Proceedings and reports: Bond issues, Petitions,  
Requisitions, bids, and contracts, Claims and allowances,  
roads, bridges, and ditches.
- II. County Council ..... 54
- III. Clerk ..... 56  
Elections: Voters, Candidates, Returns. Official  
bonds: County, Townships, Miscellaneous. Licenses:  
Marriage, Professional, Business. Certificates.  
Registers. Receipts and disbursements.
- IV. Prosecuting Attorney ..... 67
- V. Circuit Court ..... 69  
Change of Venue. Civil and criminal causes: Court  
proceedings, Executions. Probate causes: Proceed-  
ings and probate causes. Fee and cash records.
- VI. Common Pleas Court ..... 88  
Civil and criminal causes. Probate causes: Proceed-  
ings and causes. Fee and cash records.



VII.	Recorder .....	91
	Deeds, titles, and grants. Mortgages and releases: Real estate, Chattels, School funds. Liens. Register of legal instruments. Miscellaneous record. Fee and cash books.	
VIII.	Sheriff .....	98
	Execution records. Fee and cash book.	
IX.	Coroner .....	101
X.	Auditor .....	103
	Audits and reports. Receipts and disbursements. Taxes: Appraisements, Returns, Lists, Delinquent and erroneous, Plat books. School funds. Official and retailers' bonds.	
XI.	Assessor .....	119
	Maps.	
XII.	Board of Review .....	121
XIII.	Board of Tax Adjustment .....	123
XIV.	Board of Finance .....	125
XV.	School Fund Board .....	127
XVI.	Treasurer .....	128
XVII.	Election Boards .....	130
XVIII.	Board of Education .....	132
XIX.	Superintendent of Schools .....	134
	Activities and reports: Enumeration, Teachers, Pupils. Maps.	
XX.	Health Officer .....	140
XXI.	Board of Public Welfare .....	143
XXII.	Surveyor .....	147
	Surveys and reports. Construction plans and specifications. Maps and plats.	



XXIII. Highway Supervisor .....	151
XXIV. Agricultural Agent .....	153







Map of Kosciusko County to appear here.

## PART A. KOSCIUSKO COUNTY AND ITS RECORDS SYSTEM

### 1. HISTORICAL SKETCH

Kosciusko County, situated in the northern part of the state, is bounded on the east by Noble and Whitley Counties, on the south by Wabash and Fulton Counties, on the west by Fulton and Marshall Counties, and on the north by Elkhart County. It has an area of 541 square miles.

Kosciusko County presents a varied landscape of lakes, both large and small.. The northern portions of the county are level or gently rolling, while the eastern and central parts are characterized by hills and ridges. The lakes, scattered throughout the county, serve to make this region the most noted in this respect of any in the state. Most of the territory lying within the boundaries of the county is drained by the Tippecanoe River, which rises in Boyston Lake near the eastern boundary, and follows a southwesterly course through the county. In the southeastern corner, Eel River cuts across the county and drains a small area, while Turkey Creek, with its source in Lake Wawasee, flows through the northern portion and drains that area.

A brief picture of the relationship of Indiana to the United States as a whole begins with the landing of the English at Jamestown in 1607. The French founded Quebec a year later, and began a series of explorations to the west and south that eventually took La Salle to the mouth of the Mississippi River. On April 9, 1682, he claimed the entire river valley-- the American Middle West -- in the name of France and called it Louisiana. By 1733, French



trading posts had been established in Indiana on the present sites of Lafayette, Fort Wayne, and Vincennes. Later on, rivalry between the French and English over the possession of the Ohio and Mississippi valleys and the valuable fur trade led to the French and Indian War. The English were victorious and by the Treaty of Paris, February 10, 1763, Louisiana was ceded to Great Britain. Shortly after the opening of the American Revolution, General George Rogers Clark captured Vincennes from the English, and Virginia succeeded Great Britain as claimant of this vast territory. In 1784, Virginia ceded this territory to the United States Government and three years later Northwest Territory was created and organized by an act of Congress. Knox County comprising all of the present state of Indiana and parts of Ohio, Michigan, Wisconsin, and Illinois, was organized in 1790. Indiana Territory was created in 1800 and Indiana was admitted into the Union as a state in 1816.

When the first white men came into Kosciusko County there were still several Indian villages located within that area. The Potawatomi villages were situated along the Tippecanoe River in the central part of the county; on the present sites of Oswego and Monogues, just below Warsaw, and not far from Atwood. One Miami village was situated near the southeast corner of Lake Wawasee; the other was northeast of present Leesburg, just over the line in territory of present Noble County, but their reservation extended into territory now comprising Kosciusko County. The Indians belonging to the Potawatomi tribe claimed the territory which later became Kosciusko County. But by a treaty of October 27, 1832, between the





Potawatomi chiefs and the United States commissioners the Indians sold most of their lands in the county to the Government. When this treaty was ratified by the President and the Senate in January, 1833, white settlers in large numbers came into the territory now comprising Kosciusko County.

Dominique Rosseau and Henry Ossem were the first white men to live within the boundaries of Kosciusko County. These men were not permanent settlers, but were traders - mercantile adventurers. Rosseau, one of the best known traders in Northern Indiana, lived in an Indian village in Plain Township and later on moved to Leesburg. Ossem lived at the Potawatomi village located on the present site of Oswego. The Turkey Creek region of present Plain Township was the scene of most of the earliest settlements in the county. Elijah Harlan and John Rumley built cabins here in February, 1832. The next year Samuel Stookey, William Shelly, Charles Erwin, John B. Chapman, John Colyer, Jr., and Jacob and Isaac Kirkendall located in the same region. The first pioneers to settle in the region which became Turkey Creek Township were Samuel Crawson and Henry Ward; in 1832, they built a dam on Turkey Creek near its outlet and planned to erect a grist mill later on. The following year, Crawson built a log house - the first in the township near the site of the proposed mill.

Kosciusko County was formed by an act of the General Assembly approved February 7, 1835, out of lands previously attached to Cass and Elkhart Counties. (1)

An act of February 24, 1840, detached nine sections of land from Kosciusko and added them to Fulton County. (2) The Legislature





of 1842-43 attached the same nine sections to Kosciusko County again and defined the county's boundaries as follows: "Beginning at the northwest corner of section three, in township thirty-four north, of range four east, thence east with the line dividing townships thirty-four and thirty-five to the line dividing ranges seven and eight east, thence south with the range line to the southeast corner of section thirteen, in township thirty north, of range seven east, thence west to the southeast corner of section sixteen, in township thirty north, of range four east, thence north with the section line, through the middle of range four, to the place of beginning." (3)

These same nine sections of land were again the subject of an act of the General Assembly approved January 13, 1846. "Sections number one, two, three, ten, eleven, twelve, thirteen, fourteen, and fifteen, in township thirty, north of range four east, which by the statutes of 1843, is included in the boundaries of Kosciusko ---is hereby declared to be a mistake, and---said territory---is hereby attached to the county of Fulton." (4)

Kosciusko County was organized by an act of February 4, 1836, which became effective June 1, 1836. On April 4, 1836, an election was held at Leesburg and the 219 legal voters in the county named R.H. Lansdale, clerk and auditor; Arnold L. Fairbrother, recorder; Isaa Kirkendall, sheriff; C. D. Lightfoot, surveyor; T. W. Kirkpatrick, coroner; and William Feltner, David Rippoy, and William Kelly, commissioners. John Blain was appointed sheriff by the commissioners. At an election held on June 13, 1836, Henry Ward and James Comstock were chosen associate judges of the newly formed county.



Both the commissioners and the circuit court of Kosciusko County held their first sessions in the cabin of Levi Lee, the first to be built on the present site of Leesburg. The commissioners met for the first time on June 29, 1836, and the court began its first term October 31, 1836. Samuel C. Sample was presiding judge of the circuit.

Locating commissioners, appointed in the act organizing the county, selected a site in the geographical center of the county for the seat of government and the town of Warsaw was laid out. The county was named in honor of Thaddeus Kosciusko, a young Polish nobleman, who fought in the American Revolution and served under George Washington as aid-de-camp.

The first courthouse in Kosciusko County was ready for occupancy by March, 1837. It was a one-story frame building, 20 x 30 feet in size, and stood on the northeast corner of Center and Indiana Streets. This building was destroyed by fire in the summer of 1837. That fall, a two story building was erected which served the county until 1848. That year, the third courthouse--a two story frame structure--was built on the corner of Buffalo and Center Streets. Later on, a two story brick building was erected just north of the courthouse, which housed the county offices. The present courthouse was begun in 1881 and completed in 1884 at a cost of almost \$200,000. It is 100 x 160 feet in size and the tower surmounting the building is 162 feet in height.

Between 1900 and 1920 the population of Kosciusko County declined somewhat; but the 1930 census (27,488) showed a slight increase over the 1920 figures. Warsaw, the only city in the





county, gained in population. Some of the incorporated towns-- Claypool, Etna Green, Mentone, Sidney, Silver Lake, Loesburg, Syracuse, Milford, Pierceton, and Winona Lake--also made slight gains. The population is predominantly native born white, there being only 275 foreign born whites and 48 Negroes in the county.

Agriculture is the chief source of income to the citizens of the county, and gives employment to the greatest number of persons. Corn, wheat, oats, and clover have been the principal crops, but in recent years there has been an increase in products grown for canneries.

The manufacturing in the county is almost all located in Warsaw. The principal products are castings and pumps, asbestos products, furniture, electric drills and saws, and canned goods. Approximately 500 workers are employed in these plants.

There are seventeen townships in Kosciusko County: Clay, Etna, Franklin, Harrison, Jackson, Jefferson, Lake, Monroe, Plain, Prairie, Scott, Seward, Tippecanoe, Turkey Creek, Van Buren, Washington, and Wayne.

- 
- (1) Acts 1834-35 (general), p.45. (3) Rev. Stat. 1842-43, p. 88.  
(2) Acts 1838-39 (local), p. 336. (4) Acts 1845-46 (general), pp. 87-88.

#### SOURCES

ROYSE, L. W., editor. A Standard History of Kosciusko County, Indiana. (381 pp. Chicago and New York. Lewis Publishing Co. 1919, Vol. I.)

PENCE, GEORGE AND ARMSTRONG, NELLIE C. Indiana Boundaries Territory, State, and County. (883pp. Indianapolis. Indiana Historical Bureau, 1933,



SCHORT, GEORGE V. Preliminary Survey of County Planning Problems in Kosciusko County, Indiana. (23 pp. State Planning Board of Indiana cooperating with Works Progress Administration. July, 1936. Typewritten.







Chart for Governmental Organization to appear here.

## 2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Kosciusko County, with its county seat at Warsaw, is a subdivision of the State of Indiana for administrative, judicial, and political purposes. It is a creature of the legislature and possesses only such powers of local government as are conferred by acts of the legislature or are incident and necessary to carry out the provisions thereof. Created by the state, the county is subject to legislative control at any time and its powers may be amplified or diminished without its consent,

Kosciusko County was organized by an act of the General Assembly, effective June 1, 1836. (1) Its present government, as it functions today, is the result of its development under the original Constitution of 1816, the present Constitution adopted in 1851, and more than a century of legislative action.

The county system of government is an inheritance from England and the American Colonies, whence pioneers in Indiana brought their customs and laws. Its beginnings in Indiana are found in the laws of the Northwest Territory, which recognized the counties already established, and provided for courts and administrative officers, as follows: General court of quarter sessions of the peace, county court of common pleas, (2) and court of probate, (3) commissioners, (4) sheriff, (5) coroner, (6) recorder, (7) treasurer, (8) (circuit court). (9) These officers were appointed by either the governor or the court. The laws of Indiana Territory provided for the appointment of additional

The first part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The second part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The third part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The fourth part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The fifth part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The sixth part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The seventh part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The eighth part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The ninth part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand. The tenth part of the paper discusses the importance of the statistical model in the analysis of data. It is argued that the model should be chosen on the basis of the scientific question being asked, and not on the basis of the data at hand.

officers: Surveyor, (10) assessor, (11) prosecuting attorney, (12) and county agent who conveys and receives conveyances of public lands. (13)

In the year of 1816 Indiana was admitted to the Union and the constitution of that year provided for the election in each county of a clerk of the circuit court, (14) recorder, (15) sheriff and coroner, (16) and continued the other territorial officers until superseded. (17)

The legislature, in 1817, established a body called the board of commissioners, elected by the voters of the county; (18) the office of treasurer, who was appointed by the board of commissioners; (19) and in 1818 the office of surveyor, who was appointed and commissioned by the Governor of the state. (20)

In 1824, the board of commissioners was abolished, and its functions conferred upon the justices of the peace of the county, who constituted the board for doing county business, (21) until in 1831 the board of commissioners was reestablished, which consisted of three members elected by the voters. (22) In 1831 the legislature made the surveyor an appointee of the board of commissioners. When Kosciusko County was organized in 1836, its government followed the form outlined above. (23) In 1841 the legislature created the elective office of auditor. (24) Otherwise the original organization continued practically unchanged for nearly fifteen years.

As the state grew, there was much dissatisfaction with the Constitution of 1816, but repeated attempts to change it did not





succeed until 1850, when a constitutional convention was called which framed a new constitution. (25) This constitution was submitted to the qualified voters of the state and adopted in 1851 and proclaimed by the governor to be effective on November 1, 1851, and with amondments, remains the Constitution of Indiana. (26)

Each county is a political subdivision of the state and has an individual governmental organization. Although the Constitution of 1851 forbids special legislation, (27) and the general outline of the organization of county government remains the same, the general assembly has provided the necessary variations to take care of local needs and conditions. These variations lie chiefly in the number of officers and courts provided for counties within classifications based upon population. Urban and rural areas obviously cannot be ruled by the same number of officers. Each county has the constitutional officers, but the statutory officers vary in number, powers, and duties. The latter officers may be compulsory in all counties, or they may be optional and therefore established in only a few instances; others are authorized in only certain classes of counties, though the class may include only one county.

Indiana stands alone among the states of the Union in having a dual system of county governing boards, since the establishment in each county of a county council in 1899. (28)

Each county is governed by a board of commissioners and a county council. The duties of these agencies, with technical





distinction, are enumerated in their proper places below.

From the beginning of the present century a tendency toward centralization of power in the hands of state authorities has taken from county officials many of their powers and duties and has greatly lessened the scope of those remaining. In older fields of finance, roads, and education, the state's supervision has greatly increased, and the creation of newer state departments such as police, food and fire inspection, and public welfare, has caused heavy removal of local responsibility and control.

#### Present Administration

The Constitution of 1951 reorganized the governmental structure, enlarging the number of constitutional officers to be elected by the people of the county, as follows: (29)

Clerk of the circuit court, who, by statutory provision, keeps the records of the proceedings of all county courts and performs other administrative duties, including serving as registration officer and member of the county election boards.

Recorder, who makes and preserves a public record of all legal documents, both official and probate, as may be prescribed by law.

Sheriff, who is conservator of the peace and executes orders of the county courts and boards.

Coroner, who holds inquest in all cases of death by violence and of suspicious circumstances.



Treasurer, who receives and disburses all county moneys including the collection of taxes, and serves as ex-officio member of the board of review.

Auditor, who, the financial agent of the county, compiles the county budget estimates, prepares the tax duplicates and serves as clerk and member of several county boards.

Surveyor, who has charge of all surveying and civil engineering work of the county, including the maintenance of drainage systems. (30)

The constitution also empowered the legislature to prescribe such other officers as may become necessary. (31) Under this authority the legislature has from time to time established the following statutory officers and boards:

Board of commissioners, the leading governing body of the county, often called the "county board", or the "board for doing county business". It consists of three members elected for terms of three years. The board furnishes and maintains county buildings and grounds, administers the financial transactions of the county and audits the accounts of all officers who handle moneys of the county, and is responsible for the maintenance of county highways. (32)

County council, another governing body, created in 1899, (33) to control the finances of county government. This council consists of seven members, elected for terms of four years. The council has power to fix the tax rate for county purposes and for all purposes where the rate is not fixed by law and is



required to be uniform throughout the county; to adopt the county budget and the exclusive right to make appropriations from the county treasury; and the exclusive power to authorize the borrowing of money and the issuing of bonds. (34)

Superintendent of schools, in 1873, (35) who has general superintendence of all schools of the county outside of incorporated cities and towns. (36) Elected by the township trustees, (37) he is ex-officio member and president of the county board of education. (38)

Board of education, in 1873, (39) consisting since an amendment of 1877 of the superintendent of schools, township trustees, and the chairman of school trustees of each city and town of the county. The board considers the general wants and needs of the schools and school property, and all matters relating to the purchase of school furniture, books, maps, and charts. (40)

Health officer, in 1861, originally secretary of the board of health, (41) abolished by an act of 1909, which created the office of health commissioner, (42) whose title was changed in 1935 to health officer. He is appointed by the board of commissioners and must be legally qualified to practice medicine and enforce the health laws of the state. (43)

Assessor, in 1891, (44) who instructs and advises the township assessors, reviews their returns and examines the tax duplicates, assesses omitted real and personal property, (45) and appraise estates for inheritance taxes. (46) He is elected by the voters of the county, (47) and is ex-officio member and





president of the board of review. (48)

Board of review, in 1891, whose members are the county assessor, auditor, and treasurer, (49) and, by an amendment of 1919, two freeholders of opposite political parties, appointed by the judge of the circuit court. (50) This board equalizes tax assessments as between townships or other taxing units and between individual property owners, and may set aside the aggregate assessment, if too high or too low, of the whole county or any taxing unit thereof and order a new assessment. (51)

Board of finance, in 1907, consisting of the board of commissioners, with the auditor as secretary. (52) This board has the custody of county funds and selects the depositories, (53) apportioning the deposits among the banks in agreement with other municipal corporations in the county according to the total resources of the depositories. (54)

Agricultural agent, in 1913, who, under the supervision of Purdue University, conducts farmers' institutes and other movements for the advancement of agriculture and country life, and aids the superintendent of schools and the teachers of the county in agricultural education and domestic science. He is appointed by the director of agricultural extension service of Purdue University, subject to the approval of the state board known as the county agricultural agent board. (55)

Highway supervisor, in 1933, who supervises, under the direction of the board of commissioners, the repair and maintenance of all county highways. The board of commissioners makes





the appointment and may appoint the surveyor as highway supervisor. However, the board of commissioners of Kosciusko County has appointed an extra officer as highway supervisor. (56)

Board of tax adjustment, in 1933, consisting of seven members (57) who, by an amendment of 1937, are: One member of the county council, chosen by the council; the mayor of the largest city in the county or any public official of any city in the county, appointed by the mayor of the largest city of the county; one member of the county board of education, selected by such board; and four freeholders appointed by the judge of the circuit court. The board examines any tax levy and the corresponding items of the budget, and adjusts the tax rate so that it shall not exceed, in any municipal corporation, the total tax rate prescribed by law. (58)

School fund board, in 1935, consisting of three members; the auditor and the clerk of the circuit court, ex officio, and one member appointed by the judge of the circuit court. The board makes all loans from the common school and the congressional township school funds to owners of real estate, duly secured by mortgage. (59)

Department of public welfare, in 1936, (60) comprising the board of public welfare, consisting of five members appointed by the judge of the circuit court, (61) and the director of public welfare, appointed by the board. (62) The department administers the measures of public welfare as prescribed by law and the rules of the state department. (63)



Registration officer, in 1933, who is the clerk of the circuit court ex officio. He conducts the registration of voters to the inspector of each precinct. (65)

Board of election commissioners, in 1889, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for general elections (66) and appoints the precinct officials. (67)

Board of canvassers, in 1903, which is the board of election commissioners. (68) The board canvasses, tabulates, and compiles the election returns of the county (69) and certifies the candidates elected. (70)

Board of primary election commissioners, in 1915, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for primary elections. (71)

### Judicial

The judicial system of Kosciusko County, as of other Indiana counties, is prescribed by the constitution and subsequent acts of the Indiana General Assembly. The constitution authorized and directed that the state be divided into judicial circuits. (72) Kosciusko County constitutes the fifty-fourth circuit, established in 1889. (73) Previously, it was part of a judicial circuit to which other counties were attached. The constitution

The first of these is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The second is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The third is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The fourth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The fifth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The sixth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The seventh is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The eighth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The ninth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The tenth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The eleventh is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The twelfth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The thirteenth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

The fourteenth is the fact that the American Medical Association has been successful in securing the passage of the Federal Food and Drug Act, which is now in effect.

further provides for the election of a judge (74) and a prosecuting attorney for the circuit, (75) and a clerk of the circuit court. (76) The circuit court has original exclusive jurisdiction in all cases, criminal, civil, probate, and juvenile, except where exclusive or concurrent jurisdiction is conferred by law upon justices of the peace, and such appellate jurisdiction as it is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings where exclusive jurisdiction thereof is not conferred by law upon some other court or office. (77)

### Records System

The records of Kosciusko County began with its creation in 1836. The establishment of each of the county offices and bureaus inaugurated their records which were kept in such fashion as the incumbents saw fit, following in the main the directions of the general assembly under the provisions for each respective office. In 1909, the legislature established the state board of accounts, which formulates, prescribes, and installs systems of accounting and reporting which are uniform for every public office of the same class. (78) Under this law some of the records were combined to eliminate separation, duplication, and overlapping. The board also permits the use of bound loose-leaf records in almost all cases where the records are typed. The quality of the paper and ink and the binding and rebinding practices are left to the judgment of the board of county commissioners, except that a good quality is required.





Whenever it may be necessary for the preservation of the records of my office, it is the duty of the board of commissioners to issue an order directing the officer in charge to copy and transcribe the records. (79)

In 1925 a law was passed permitting county officials, at their discretion, to turn over to the archives division of the state library for permanent preservation, any official books, records, documents, original papers, newspaper files, or printed books and material not in current use in their offices. (80)

This law is optional and has been ineffectual. County officials are loath to part with records, even when no longer in use and in spite of lack of storage space, anticipating a possible call for them. Consequently, they have only occasionally availed themselves of this provision for permanent preservation of their old records.

The recorder and other county officers, by an act of 1927, are authorized to record deeds, mortgages, and other instruments by any approved photographic process adopted by the board of commissioners. (81)

In 1937, the general assembly authorized the director of the state library, at his discretion, to make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material in any county, city, or other public office, for preservation in the state archives. All public officials must permit copies to be





made of the books, records, documents, and papers in their respective offices. (32)

- 
- |  |   |
|--|---|
| (1) Acts 1835-36, pp. 55-56.   | (27) Const., art. 4, sec. 22.   |
| (2) Laws, Northwest Territory, Acts 1788, ch. 2, pp. 4, 7.                   | (28) Acts 1899; Burns 26-501.   |
| (3) Ibid., ch. 3.  | (29) Const., art. 6, sec. 2.  |
| (4) Ibid., Acts 1795, p. 201.  | (30) For citations, see the legal status essays of these offices in Section B.  |
| (5) Ibid., Acts 1788, ch. 2, p. 8.   | (31) Const., art. 6, sec. 3.  |
| (6) Ibid., Acts 1788, ch. 9, p. 24.  | (32) 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; 1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-620; Acts 1919; Burns 36-301. |
| (7) Ibid., Acts 1795, p. 197.  | (33) Acts 1899; Burns 26-501.   |
| (8) Ibid., Acts 1792, ch. 2, sec. 6.   | (34) Acts 1899; Burns 26-515, 26-520; Acts 1899, 1921, 1929; Burns 26-532.  |
| (9) Ibid., Acts 1788, ch. 2, pp. 607; Acts 1795, pp. 156-57, sec. 9.         | (35) Acts 1873, ch. 25, sec. 2.   |
| (10) Laws, Indiana Territory, Acts 1802, p. 25, sec. 1.                      | (36) Acts 1899; Burns 28-704.   |
| (11) Ibid., Acts 1805, ch. 32, sec. 1.                                       | (37) Acts 1899, 1911, 1923; Burns 28-702.   |
| (12) Ibid., Acts 1810, ch. 10, sec. 5.                                       | (38) Acts 1873, 1877; Burns 28-801.   |
| (13) Ibid., Acts 1813, ch. 10, sec. 2.                                       | (39) Acts 1873, ch. 25, sec. 8.   |
| (14) Const. 1816, art. 5, sec. 8.  | (40) Acts 1873, 1877; Burns 28-801.   |
| (15) Ibid., art. 11, sec. 10.  | (41) Rev. Stat. 1861, sec. 4993.  |
| (16) Ibid., art. 4, sec. 25.   | (42) Acts 1891, 1909; Burns 35-108.   |
| (17) Ibid., art. 12, sec. 3.   | (43) Acts 1935; Burns, 1937 suppl., 35-118.   |
| (18) Acts 1816-17, ch. 15, sec. 1.   | (44) Acts 1891, ch. 99, sec. 119.   |
| (19) Ibid., ch. 17, secs. 1-2.   | (45) Acts 1919; Burns 64-1102.  |
| (20) Acts 1817-18, ch. 50, sec. 1.   | (46) Acts 1931, 1933; Burns 6-2403.   |
| (21) Rev. Laws 1824, ch. 15, secs. 1, 11, 16-17.                             | (47) Acts 1919, 1921; Burns 64-1101.  |
| (22) Rev. Laws 1831, ch. 20, secs. 1, 12, 14.                                | (48) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201.  |
| (23) Ibid., ch. 102, sec. 1.   | (49) Acts 1891, ch. 99, sec. 114.   |
| (24) Acts 1841, ch. 2, sec. 1.   | (50) Acts 1919, 1920 (Spec. sess.); Burns 64-1201.  |
| (25) Acts 1850, ch. 21, sec. 9.  | (51) Acts 1919; Burns 64-1205.  |
| (26) Kettleborough, Charles. Constitution Making in Indiana. Vol. 1, p. 222. |   |

# THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION

PUBLISHED WEEKLY  
CHICAGO, ILL., MAY 1, 1919  
Vol. 27, No. 19

Subscription price, Five Dollars Per Annum in Advance  
Single Copies, Fifteen Cents

Entered as Second-Class Matter, May 2, 1882  
Postpaid

Acceptance for mailing at special rate of postage provided for in  
Act of October 3, 1917. Authorized by Act of October 3, 1917.

Postpaid  
CHICAGO, ILL., MAY 1, 1919  
Vol. 27, No. 19

Subscription price, Five Dollars Per Annum in Advance  
Single Copies, Fifteen Cents

Entered as Second-Class Matter, May 2, 1882  
Postpaid

Acceptance for mailing at special rate of postage provided for in  
Act of October 3, 1917. Authorized by Act of October 3, 1917.

Postpaid  
CHICAGO, ILL., MAY 1, 1919  
Vol. 27, No. 19

Subscription price, Five Dollars Per Annum in Advance  
Single Copies, Fifteen Cents

Entered as Second-Class Matter, May 2, 1882  
Postpaid

Acceptance for mailing at special rate of postage provided for in  
Act of October 3, 1917. Authorized by Act of October 3, 1917.

Postpaid  
CHICAGO, ILL., MAY 1, 1919  
Vol. 27, No. 19

Subscription price, Five Dollars Per Annum in Advance  
Single Copies, Fifteen Cents

Entered as Second-Class Matter, May 2, 1882  
Postpaid

Acceptance for mailing at special rate of postage provided for in  
Act of October 3, 1917. Authorized by Act of October 3, 1917.

Postpaid  
CHICAGO, ILL., MAY 1, 1919  
Vol. 27, No. 19

Subscription price, Five Dollars Per Annum in Advance  
Single Copies, Fifteen Cents

Entered as Second-Class Matter, May 2, 1882  
Postpaid

Acceptance for mailing at special rate of postage provided for in  
Act of October 3, 1917. Authorized by Act of October 3, 1917.

Postpaid  
CHICAGO, ILL., MAY 1, 1919  
Vol. 27, No. 19

Subscription price, Five Dollars Per Annum in Advance  
Single Copies, Fifteen Cents

Entered as Second-Class Matter, May 2, 1882  
Postpaid

Acceptance for mailing at special rate of postage provided for in  
Act of October 3, 1917. Authorized by Act of October 3, 1917.

Postpaid  
CHICAGO, ILL., MAY 1, 1919  
Vol. 27, No. 19

- (52) Acts 1907; Burns 61-606; (68) Acts 1905, 1927; Burns  
Acts 1937; Burns 1937 suppl., 29-1401.  
61-629. (69) Acts 1905; Burns 29-1404.
- (53) Acts 1937; Burns, 1937 suppl. (70) Ibid., 29-1405.  
61-636. (71) Acts 1915, 1917; Burns  
61-635. 29-504.
- (54) Ibid., 61-635. (72) Const., art. 7, sec. 9.
- (55) Acts 1913, 1923, 1927, 1937; Burns, 1937 suppl., 28-4911. (73) Acts 1889; Burns 4-332.
- (56) Acts 1933; Burns 36-1103. (74) Const. art. 7, sec. 9;  
36-1110. Acts 1881; Burns 4-301.
- (57) Acts 1933; Burns 64-304. (75) Ibid., sec. 11; 2 Rev.
- (58) Acts 1937; Burns, 1937 suppl., Stat. 1852; Burns 49-2501.  
64-310. (76) Ibid., art. 6, sec. 2;  
2 Rev. Stat. 1852; Burns  
49-2701.
- (59) Acts 1865, 1935; Burns, 1937  
suppl., 28-209. (77) Acts 1881 (Spe. Sess.) Burns  
4-303.
- (60) Acts 1936 (Spe. Sess.); Burns, 1937 suppl., 52-1117. (78) Acts 1909; Burns 6-202,  
60-224.
- (61) Ibid., 53-1118. (79) Acts 1877; Burns 26-634.
- (62) Ibid., 52-1119. (80) Acts 1925, 1937; Burns, 1937  
suppl., 63-830.
- (63) Ibid., 52-1120. (81) Acts 1927; Burns 49-3207.
- (64) Acts 1933, 1935; Burns. (82) Acts 1925, 1937; Burns,  
1937 suppl., 63-830.
- (65) Acts 1933; 1935; Burns, 1937 suppl., 29-306.
- (66) Acts 1889; Burns 29-1002.
- (67) Acts 1929, 1933; Burns  
29-804; Acts 1929; Burns  
29-805, 29-806, 29-807.

## SOURCES

BURNS, HARRISON, editor. Annotated. Indiana statutes containing all actions of a general and public nature in force. Sept. 1, 1935. 21 vols. with Suppl. 1937 in pocket in back cover. (The Bobbs-Merrill Company. Indianapolis, Indiana, c1935 and 1934) The year is given in references only in citations to supplement. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns 1:iii-iv.

FLIGHTNER, HAROLD C. Indiana county government. (402 pp. Historical Bulletin, Historical Bureau, March 1932.)

KETTLEBOROUGH, CHARLES, Constitution making in Indiana. 3 vols. (Vol. 1 and 2 Indiana Historical Commission. Indianapolis, 1916. Vol. 3. Historical Bureau. Indianapolis, 1930.)

Laws of Indiana Territory, The: 1801-1809. Edited by Francis S. Philbrick. Collections of the Illinois State Historical Library: Vol. 21. Reprinted with supplementary Indiana material. 741 pp. Historical Bureau. Indianapolis, 1931.)





Laws of Indiana Territory, Tho: 1809-1816. Edited by Louis B. Ewbank and Dorothy L. Riker. (932 pp. Indianapolis, Indiana. Historical Bureau. 1934.)

Laws of the Northwest Territory, Tho: 1732-1800. Edited by Theodore Calvin Pease. Collections of the Illinois State Historical Library, Law Series: Vol. 1. (591 pp. Trustees of the Illinois State Historical Library. Springfield, Illinois, v1925.)

MONTES, LEANDER J., editor. Courts and lawyers of Indiana. 3 vols. (1437 pp. Federal Publishing Co., Inc. Indianapolis, 1916.)

SIKES, PRESSLY S. State Government of Indiana, Tho (12pp. Principia Press, Inc. Bloomington, Ind., 1937.)

SNIDER, CLYDE FRANK. County and township government in Indiana. (18 pp. Urbana, Ill., 1936.)

SNIDER, CLYDE FRANK, Indiana Counties and townships. (Indiana Magazine of history. June 1937, 53; 119-152.)

SNIDER, CLYDE FRANK. Organization and function of county boards in Indiana, Tho. (Indiana Law Journal, April 1937, 12; 281-315.)

SNIDER, CLYDE FRANK, AND SAFERBELD, MAX H. County and township government in Indiana. (Report of the Indiana State Committee on Governmental Economy. pp. 99-120, 176-181.)

THORNTON, W. W. A manual of practice before county commissioners including the powers and duties of county officers in Indiana. 2 vols. (2089 pp. Indianapolis, The Bobbs-Merrill Co. c1925)

Also the Session Laws of the General Assembly of the State of Indiana, 1816-1937.







Floor plans of first floor to appear here.

### 3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

Kosciusko County courthouse, a stone structure 150' by 100' by 60', is situated on a square bounded by Main, Center, Buffalo, and Lake Streets, in Warsaw. Built in 1873, it is estimated to be 50% fireproof. The records, with the exception of certain records of the prosecuting attorney, the coroner, the health officer, and the highway supervisor, are housed in the courthouse in the following rooms: the offices of the sheriff, the assessor, the department of public welfare, and the surveyor, and the offices and vaults of the clerk, the recorder, the auditor, and the treasurer on the first floor; the offices of the superintendent of schools on the second floor; and a storage room for records in the attic.

#### Board of Commissioners

Records of the commissioners are housed in the auditor's office and vault, the clerk's annex, and storage room (q.v., infra).

#### County Council

All the council records are housed in the auditor's office (q.v., infra).

#### Clerk of the Circuit Court

The clerk's office, annex, and vault, on the southeast corner of the first floor, measure 30' by 25' by 20', 14' by 13' by 20', and 23' by 11' by 20', respectively, and have wooden floors, plastered walls, and plastered ceilings, and are well ventilated







Floor plans of second floor to appear here.

and well lighted. Twelve feet of bound volumes are housed in the office on 15' of shelving. In the annex, which lies east of the office and vault, are 125' of bound volumes; 75' of shelving here are unoccupied. Space for expansion also is available in the vault, in which 175' of bound volumes and 660' of unbound records in file boxes 13" deep are housed. Adequate accommodations for users of the records are furnished in the office, which houses 16% of the clerk's records, 4% of the records of the circuit court, 17% of the records of the common pleas court, and 34% of the coroner's records; in the annex, which houses 20% of the records of the circuit court, and 1% each of the records of the recorder and the commissioners; and in the vault, which houses 83% each of the records of the clerk and the common pleas court, 15% of the records of the circuit court, 67% of the coroner's records, 50% of the records of the highway supervisor, 9% of the sheriff's records, and 1% of the recorder's records.

#### Recorder

The recorder's vault lies to the east of his office, on the south side of the first floor. No records are housed in the office. The vault, whose dimensions are 35' by 21' by 20', has a stone floor, concrete walls, and concrete ceiling, and is well lighted and well ventilated. On steel roller shelving are 770' of bound volumes, and in file boxes 13" deep, 66' of unbound records. Thirty feet of shelving are unoccupied, and space in file boxes also is available. Providing good accommodations



for users, the vault houses 97% of the recorder's records, the other 3% being distributed between the clerk's annex and vault, and the storage room.

#### Circuit Court

Records of the circuit court are housed in the clerk's office, annex, and vault; the auditor's vault; and the storage room (q.v.: clerk, supra; auditor and storage room, infra).

#### Common Pleas Court

Common pleas court records are kept in the clerk's office and vault (q.v., supra).

#### Sheriff

The sheriff's office, on the south side of the first floor near the main entrance, is 19' by 12' by 20', and is well lighted and well ventilated. It has a wooden floor, plastered walls, and a plastered ceiling, and is in good condition, providing adequate accommodations for users of the records. Two feet of bound volumes-- 91% of the sheriff's records-- are stacked on a table. The other 9% of the sheriff's records are housed in the clerk's vault.

#### Coroner

The coroner's office is located at present at the professional office of the incumbent, Dr. L. A. Laird, on North Main Street in North Webster. The office, measuring 20' by 14' by 9', is in good condition, and the records, which comprise 3' of unbound records





in file boxes 12" deep, are well housed. Thirty three per cent of the coroner's records are housed in his office and 27% in the clerk's vault.

#### Prosecuting Attorney

The office of the prosecuting attorney is located on the second floor of the Lake City Bank Building, in Warsaw. This office, which measures 30' by 20' by 12', houses 66% of the records of the prosecuting attorney--1' of unbound records in a filing cabinet--providing adequate space, both for future records and for their users. The other 34% of the records of the prosecuting attorney are housed in the clerk's office.

#### Assessor

The assessor's office, a well lighted and well ventilated room on the northwest corner of the first floor, has a wooden floor 13' square, plastered walls 20' high, and a plastered ceiling. Seventy six feet of shelving is partially occupied by 64' of bound volumes--20% of the assessor's records and 5% of the auditor's records. Well lighted and well ventilated, this room furnishes users of the records with satisfactory accommodations. Eighty per cent of the assessor's records are housed in the auditor's vault.

#### Board of Review

Records of the board of review are housed in the auditor's vault and the storage room (q.v.; auditor, supra; storage room, infra).





All records of the board of tax adjustment are housed in the auditor's vault (q.v., supra).

#### Board of Finance

Board of finance records are housed in the auditor's vault (q.v., supra).

#### Auditor

On the north side of the first floor are the auditor's main office and vault, which are 33' by 30' by 20', and 24' by 9' by 15', respectively. Both rooms have wooden floors and plastered walls and ceilings, and in both, lighting, ventilation, and equipment for users of the records are good. Twenty feet of wood and steel shelving in the office house 11' of bound volumes and an undetermined quantity of unbound records in file boxes 15" deep. These comprise 6% of the auditor's records, all the records of the council, and 7% of the commissioners' records. The present shelving and equipment allow sufficient space for expansion. In the vault are 54' of bound volumes and 150' of unbound records in file boxes 15" deep; space for expansion can also be obtained here. In addition to 9% of the auditor's records, the vault houses all the records of the board of tax adjustment and the board of finance, 91% of the records of the commissioners, 80% of the records of the assessor, 50% each of the records of the board of review and the highway supervisor, 1% each of the records of the superintendent of schools and the clerk, and less than 1% of the records of the circuit court. Of the remaining 85% of the auditor's records, 5% are



housed in the assessor's office and 80% in the storage room.

#### Board of Education

Records of the board of education are housed in the main office of the superintendent of schools (q.v., infra).

#### Superintendent of Schools

The superintendent of schools occupies a main and private office on the southeast corner of the second floor. Having wooden floors and plastered walls and ceilings, both rooms are in good condition, well lighted, and well ventilated. Measuring 15' by 15' by 20', the main office houses 6' of bound volumes and 12' of unbound records in filing cabinets, leaving adequate space for expansion, both on the shelving and in the filing cabinets. The private office, which is 25' by 18' by 20', is equipped with 135' of shelving, on which are 98' of bound volumes. Records in the main office consist of 46% of the records of the superintendent of schools and all the records of the board of education; those in the private office comprise 53% of the records of the superintendent of schools. One per cent of the superintendent's records is housed in the auditor's vault.

#### Health Officer

The health officer's records are housed in a room at the rear of the professional office of the incumbent, Dr. Clutter, at Lentone; and in the courthouse in the county nurse's office on the northwest corner of the second floor. In the former are 3'





of bound volumes; in the latter, which measures 30' by 20' by 16', 7' of unbound records are housed in a steel filing cabinet. Conditions in both rooms are good, and no additional equipment is needed to house the records or to accommodate properly persons consulting them. All the records of the health officer are housed in these two rooms.

**1414553**

#### Department of Public Welfare

The office of the department of public welfare, on the south side of the first floor opposite the sheriff's office, is 14' square, and has a tile floor and plastered walls and ceiling. Furnishing adequate accommodations for users of the records, the room is well lighted and well ventilated. Three feet of bound volumes and 4' of unbound records, occupying about 60% of the available space, are housed in two steel filing cabinets 18" deep. All the records of the department of public welfare are housed here.

#### Surveyor

On the southwest corner of the first floor are a main and a private office, occupied by the assessor. Both are identical in size, measuring 15' by 15' by 20', and in construction, having wooden floors and plastered walls and ceilings. Both are well lighted and well ventilated. The main office is equipped with 30' of shelving, partially occupied by 12' of bound volumes. The private office is equipped with 15' of shelving, wholly occupied by bound volumes, leaving little space for additional shelving.





Ample accommodations are provided for users of the surveyor's records, all of which are housed in these offices.

#### Highway Supervisor

Records of the highway supervisor are housed in the clerk's and auditor's vaults (q.v., supra).

#### Agricultural Agent

The agricultural agent's office, 30' by 20' by 16', occupies the southwest corner of the second floor. It has a tile floor, plastered walls, and a plastered ceiling, and its lighting and ventilation are good. Ten feet of shelving house 8' of unbound records in file boxes 12" deep--all the records of the agricultural agent. Sufficient accommodations are provided for users of the records.

#### Storage Room

A storage room, measuring 14' by 14' by 12', in the northwest corner of the attic, houses the old records of several offices. Its concrete floor, walls, and ceiling are in good condition, and it is well ventilated, but its lighting is poor, and it provides no accommodations for users. Its shelving--200' along the walls and in the center of the room--is completely occupied by bound volumes but space is available for an estimated 150' of additional shelving. Housed here are 80% of the auditor's records, 50% of the records of the board of review, 1% each of the records of the commissioners, and the recorder, and less than 1% of the records of the circuit court.



## Review

Very few suggestions can be made concerning the better housing of public records in Kosciusko County. The only room housing records, which as far as the records are concerned, needs improvement, is the storage room.

It would be advisable to clean, to construct additional shelving, and to make some provision for users of the records in the storage room. In installing new shelving, it is recommended that enough be constructed to house properly 10 years of future records.



#### 4. ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

The Style Manual of the United States Government Printing Office is the authority followed herein.

Acts	(Session) Laws of the State of Indiana (commonly referred to by binder's title, "Acts"). By authority ... (of the) Secretary of State (of Indiana)
agr. agt.	agricultural agent, agricultural agent's
alph.	alphabetical, alphabetically
approx.	approximately
arr.	arranged
art.	article
assr.	assessor, assessor's
aud.	auditor, auditor's
avor.	average
bdl.	bundle
Bldg.	Building
bsmt.	basement
Burns	Burns, Harrison, editor. Annotated Indiana Statutes containing all acts of a general and public nature in force September 1, 1933. 12 vols. The Bobbs-Morrill Company, Indianapolis, Ind. (c1933 and 1934) with Supplement 1936 in pocket in back cover. (Year is given in reference only in citations to supplement. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns 1:iii-iv.)
c.	copyright (before date)
C.C.	County Courthouse





ch.	chapter
chron.	chronologically, chronological
clk.	clerk, clerk's
comr.	commissioner, commissioners, commissioner's, commissioners'
Const.	Constitution of Indiana (refers to present constitution unless date follows)
cor.	coroner, coroner's
hdw.	handwritten
hi. sup.	highway supervisor, highway supervisor's
hlth. offr.	health officer, health officer's
ibid.	ibidem (same reference as that immediately foregoing)
Ind.	Indiana; Indiana Reports (when preceded by the volume number, reference is to the official state court reports).
Laws Ind. Terr.	Laws of Indiana Territory, The: 1801-1809. Edited by Francis S. Philbrick. Collections of the Illinois State Historical Library: Vol. 21. Reprinted with supplementary Indiana material. Indianapolis, Ind. Historical Bureau, 1931.
Laws N. W. Terr.	Laws of the Northwest Territory, The: 1788-1800. Edited by Theodore Calvin Pease. Illinois State Historical Library Law Series: Vol. 1. Springfield, Ill. Reprinted by the Illinois State Bar Association. (c1925)
mi.	mile
n.	north
ne.	northeast



no., nos.	number, numbers
nw.	northwest
off.	office
p., pp.	page, pages
pr. frm..	printed form
pt.	part
pvt.	private
pros. atty.	prosecuting attorney, prosecuting attorney's
q.v.	which see
rec.	record
recr.	recorder, recorder's
Rev. Laws 1831	Revised laws of Indiana, ... enacted by the general assembly at their fifteenth session ... Published by authority of the general assembly. Indianapolis, 1931.
Rev. Stat. 1843	Revised Statutes of the State of Indiana passed at the twenty-seventh session of the general assembly ... Printed and published according to law. Indianapolis, 1843.
1 Rev. Stat. 1852) 2 Rev. Stat. 1852)	Revised Statutes of the State of Indiana, passed at the thirty-sixth session of the general assembly ... 2 vols. Printed and published according to law. Indianapolis, 1852.
Rev. Stat. 1881	Revised Statutes of Indiana ... Collated and annotated by James S. Frazer, John B. Stotsonburg, and David Turpie, Commissioners. By authority of the general assembly Chicago, Ill. B. B. Myers and Company, 1881.
rm.	room
s.	south



sec.	section
se.	southeast
shf.	sheriff, sheriff's
spc. sess.	special session
stat.	statutes
stg.	storage
suppl.	supplement
sur.	surveyor, surveyor's
supt., supt. sch.	superintendent, superintendent's, superintendent of schools
sw.	southwest
tr.	treasurer, treasurer's
twp.	township
U. S.	United States
vol., vols.	volume, volumes
vt.	vault
wfr.	welfare
--	current
'	foot, foot
"	inch, inches

Other abbreviations in common use are occasionally used.

#### Explanatory Notes

The inventory of the records of each bureau is preceded by an explanatory section, giving its legal status and functions.





In each legal status the inception date of each office is given as a comparative basis for the dates of the records. If the office were established before the origin of the county, the date of organization is the inception date. Whenever the inception date of records is later than the date of the organization of the county, it is by reason of statutory inauguration.

Entries are grouped under an outline classification, using headings and subheads according to relative functions. The first breakdown is contored in capitals and lower-case; the second breakdown is relative to the first and is in capitals and lower-case, underscored at the margin.

Each entry has two parts or paragraphs: Title and description. Occasionally an entry will have a third cross-reference paragraph.

1. The title consists of:

1. Entry number. The entries are numbered consecutively within the county.

2. Titles in capitals, enclosed in parentheses, are supplied by the Historical Records Survey, because either the volume or file has no title or an incorrect one. Words in capitals and lower case, enclosed in parentheses, are also supplied or are supplementary to the title, where it is necessary to explain the types of records more fully.

3. Period covered by the record, showing beginning and ending dates by years only. In a divided year, the months and days are given. A dash in place of an ending date denotes a continuous open record.



## 4. Quantity.

5. Markings, if a series or a part of a series. Where the entry consists of one unit, marked 1, the marking is omitted; if otherwise marked, except by dates, marking is given.

## 6. Variation in numbering.

## 7. Missing volumes.

## 8. Subtitles or variations in title.

## II. The description consists of:

1. A complete description of the record, its contents, and its purpose, with a resume of the column headings or subjects treated.

## 2. Method of arrangement or indexing.

3. Nature of recording. Modern records are almost exclusively in printed form, filled in by hand or typewriter as stated in entry.

4. Condition. Unless good or excellent, in which case, it is omitted.

## 5. Number of pages averaged for a series.

6. Size, averaged for a series, is given in inches unless otherwise specified; hence the inch sign is omitted.

7. Location. The place of custody (the room in which the records are located) is given in the entry, except, as stated in the legal status, in cases where all, or the majority, of the records are in one room.



## III. Cross-references made to other entries.

1. For records which have relative functions.
2. For records having earlier or later recordings under a different title or type of record.
3. For records for which additional information may be found in other entries.

Whenever an entry contains more than one type of record, all the dates are given in a master entry under the actual title or under a complete title, if supplied, with reference to subordinate entries for each part. The subordinate entries consist of title, dates, and description only.





## 1. COUNTY COMMISSIONERS

The board of commissioners is a statutory body comprising three members elected for a term of three years. Elections are so arranged that one member shall retire each year. The county is divided into three districts from each of which one member is elected by the electorate of the entire county. (1) Kosciusko County has had a board of commissioners from its creation in 1837, as provided in the acts of 1817, (2) and the revised statutes of 1852. (3)

The board was intended to be the administrative and executive head of the county. In 1899 the fiscal powers were vested exclusively in the county council (q.v) which was then created. (4)

The board of commissioners is a corporate body with powers to sue and be sued, and possessing duties, rights, and powers incident to corporations. (5) It meets in regular session every month on the first Monday and in special sessions as called by the county auditor, its ex-officio clerk. (6)

Its principal functions are: Control of county property, allowance of claims against county, (7) letting of county contracts, supervision of contracts of maintenance of roads and bridges, (8) preparation of annual budget estimates, (9) and exercise of the right of eminent domain. (10) Other powers, in specific instances, have been conferred upon the board by the legislature, chiefly; to abolish or change township or precinct boundary lines, (11) to



establish libraries, (12) and hospitals, (13) to authorize payment of bounties, and to offer **rewards**. (14)

The commissioners, by virtue of their office, were constituted a board of turnpike directors, by an act of 1879, for the management and control of all free turnpikes in the county. Each director had personal supervision of one district. Their powers were to appoint suitable persons to supervise the work of repairs; contract for labor and materials; enter upon lands to take gravel, and to give certificates of payments; and to appoint a clerk of the board. (15) An act of 1905 made the county auditor the clerk of the board. (16)

This board was abolished in 1913, and the highways were placed in charge of a superintendent of highways appointed by the commissioners. (17)

This office was likewise abolished twenty years later, and supervision of highways was transferred to the surveyor unless the commissioners appoint a highway supervisor (q.v.) (18) The county commissioners may employ the surveyor to serve as highway supervisor. (19)

All the records are located in the courthouse.

- 
- (1) 1 Rev. Stat. 1852; Acts 1929; Burns 26-601, 26-602, 26-605.
  - (2) Acts 1917, ch. 14, sec. 1.
  - (3) 1 Rev. Stat. 1852; Acts 1929; Burns 26-601.
  - (4) Acts 1899; Burns 26-501, 26-515, 26-520, 26-532, 26-533.

- (5) 1 Rev. Stat. 1852; Burns 26-606.
- (6) Acts 1863; Burns 26-607.
- (7) 1 Rev. Stat. 1852; Burns 26-620.
- (8) Acts 1905; Burns 36-1301.
- (9) Acts 1899; Burns 26-516.
- (10) Acts 1899; Burns 26-2101.
- (11) Acts 1859; Burns 26-701.





## Proceedings and Reports

## 1. COMMISSIONERS' RECORDS, 1836--. 22 vols. (1-22).

Record of regular meetings, showing date, term of court, petitions for highways, county lines, roads, drainage, roadway improvements, contracts, and actions taken. Indexed alph. by names of twps. Hdw. 600 pp. 13 x 18 x 3. 1836-80, attic stg. rm.; 1881--, Aud. vt.

## 2. COMMISSIONERS' COURT, 1855--. 169 file boxes.

Appropriations, expenditures, and fees collected, showing date, claim, warrant no., name of claimant, amount, and fund debited. Arr. chron. 4 x 10 x 15. Aud. vt.

## 3. PUBLIC IMPROVEMENT RECORD, 1922-31. 1 vol.

Record of public improvements, showing date, name of contractor, contract no., nature, amount, and allotment cost. Indexed alph. by names of projects. Hdw. 350 pp. 18 x 13 x 2 $\frac{1}{2}$ . Aud. off.

## 4. INSURANCE POLICY REGISTER, 1910-16. 1 vol.

Register of insurance policies, showing date, no. of policy or renewal, name and address of policy holder, amount of insurance and premium, and date of expiration. Arr. chron. Hdw. 50 pp. 13 x 18 x  $\frac{1}{2}$ . Aud. vt.

## 5. RAILROAD ELECTION, 1901-27. 3 file boxes.

Papers pertaining to the construction of the Winona Lake Railway, showing date of petition, newspaper advertisements, name of voter, number and nature of votes, appropriation for construction, and poll books. No index. 4 x 11 x 15. Aud. vt.





## 6. ESTIMATES, 1919--. 1 file box.

Estimates of general expenditures of commissioners, showing date, amount of appropriation, name of office, and purpose. Arr. chron. 4 x 10 x 15. Aud. vt.

## 7. PROOF OF PUBLICATION, 1916--. 2 file boxes.

Proof of publication of notice of bidders for supplies, showing date, number of days published, names of publisher and notary public, printer's fee, and kind and amount of supplies. Arr. chron. 4 x 10 x 15. Aud. vt.

Bond Issues

## 8. REGISTER OF BONDS, 1890--. 5 vols.

Record of bond issues, showing serial and bond numbers, date of issue, date due, premium paid, accrued interest, name of purchaser, notary seal, and signatures of commissioners. Indexed alph. by names of bonds, thereunder arr. numerically. Hdw. 300 pp. 13 x 18 x 2 $\frac{1}{2}$ . Aud. off.

## 9. DISBURSEMENT RECORD, BONDS, AND COUPONS, 1922--. 2 vols.

(1-2).

Record of bonds issued for expenses on county improvements, showing date and numbers of bond, warrant, and coupon; amount; nature of improvement; names of townships, and claimant; and total amount. No index. Hdw. 245 pp. 18 x 16 x 2 $\frac{1}{2}$ . Aud. off.

## 10. REDEEMED COUNTY ORDERS AND BONDS, 1896--. 3 file boxes.

Old orders and bonds redeemed, showing date issued, order number, amounts of bond and order, and date redeemed. No index. 4 x 11 x 14. Aud. main vt.



Petitions

## 11. ROADS, 1915-31. 10 file boxes.

Petitions for road drains and bridge improvements, showing names of road, drain and bridge, specifications, estimate of cost, kind of improvements, and date of notice. Arr. chron. 4 x 10 x 15. Aud. off.

## 12. GRESSO ROAD PAPERS, 1914--. 1 file box.

Withdrawals of names from remonstrances for construction by taxation, showing date, name, address, and date presented. Arr. chron. 4 x 10 x 15. Aud. vt.

## 13. COUNTY UNIT ROADS DISMISSED, 1917-31. 4 file boxes.

Petitions for road and highway improvements, showing date of petition, name and kind of road, nature of improvement, dates completed and dismissed, case number, and name of court. Arr. by case nos. 4 x 10 x 15. Aud. off.

Requisitions, Bids, and Contracts

## 14. BIDDER'S RECORD, 1935--. 1 vol.

Record of bids for public improvements, showing dates bids were opened and notice given, name and address of bidder, date accepted or rejected, requisition giving quantity and description of item, and date of purchase order. Arr. alpn. by names of bidders. Hdw. 600 pp. 14 x 14 x 2 $\frac{1}{2}$ . Aud. vt.

## 15. SUCCESSFUL BIDS ON SUPPLIES, 1924--. 1 file box.

Record of successful bids for supplies, showing date, name and address of bidder, kind of supplies, and amount. Arr. chron. 4 x 11 x 15. Aud. vt.





## 16. REJECTED BIDS, 1912--. 1 file box.

Rejected bids for supplies used in county offices, showing date, name and address of bidder, amount of bid, and reason for rejection. No index. 4 x 11 x 15. Aud. vt.

## 17. REJECTED ROAD BIDS, 1922-30. 3 file boxes.

Rejected bids for road materials, showing date, name of bidder, description and kind of material, amount of bid, unit price, and reason for rejection. Arr. chron. 4 x 11 x 15. Aud. vt.

## 18. REJECTED BIDS ON BRIDGES AND SUPPLIES, 1912-32. 3

file boxes.

Rejected bids for bridges and supplies, showing date, name and address of bidder, affidavit of proof of publication, agent's affidavit, amount of bid, reason for rejection, and action taken. Arr. chron. 4 x 10 x 15. Aud. vt.

## 19. CONTRACTS, 1916-35. 4 file boxes.

Contracts for bridges, showing date and name of contract, amount of bid, specifications, location of bridge, date of completion, and amount of bid. Arr. chron. 4 x 10 x 15. Aud. vt.

## 20. CONTRACTS FULFILLED, 1912--. 1 file box.

Council proceedings on contracts, showing date, estimates, unit price, contract, if awarded or rejected, kind of material, description, and date completed. No index. 4 x 11 x 15. Aud. vt.

## 21. ASYLUM SUPPLIES, 1912--. In same file box as entry 20.

Requisitions for asylum supplies, showing date, name and address of firm, kind of supplies, and amount. No index. 4 x 11 x 15. Aud. vt.





Claims and Allowances

## 22. COMMISSIONERS' CLAIMS AND ALLOWANCES, 1890--. 7 vols.

(1-7).

Record of claims and allowances for expenditures, showing date, claim and warrant nos., name and address of claimant, amount, and amount allowed. Arr. chron. Hdw. 500 pp. 18 x 13 x 2 $\frac{1}{2}$ . 4 vols., 1890-1922, 1931--, attic stg. rm.; 3 vols., 1922--, Aud. vt.

## 23. CLAIMS, 1900--. 6 file boxes.

Claims for expenditures issued by auditor on treasurer and approved by commissioners, showing date, claim and warrant nos., purpose, amount, name of claimant, date of allowance, nature of claim, and name of fund debited. Arr. chron. 4 x 11 x 15. Aud. vt.

For prior record, see entry 11.

## 24. DISALLOWED CLAIMS, 1900--. 1 file box, 200 bundles.

Claims rejected for supplies, showing date, claim no., name of claimant, amount and nature of claim, and reason for rejection. Arr. chron. File boxes, 4 x 11 x 15; bundles, 4 x 9. Aud. vt.

## 25. POOR RELIEF FUND, 1935--. 2 file boxes.

Poor relief fund claims, showing date, nature of claim, amount, and disposition. Arr. chron. 4 x 10 x 15. Aud. vt.

## 26. BURIAL RECORDS, SOLDIERS, SAILORS, MARINES, 1889--.

3 vols. (1-3).

Record of burial funds for soldiers, sailors, and marines, showing dates of enlistment and discharge, name, age, color, rank, date of death, and place of burial. Arr. alpn. by names of deceased,



ndw. 250 pp. 13 x 18 x 2. Aud. vt.

For other military records, see entries 187-190.

### Roads, Bridges and Ditches

#### 27. COMPLETED ROADS RECORD, 1836--. 5 vols. (1-5).

Record of completed roads, showing date, name of road, location and description, condition, improvements recommended, and date completed. Arr. alpn. by names of roads. 1836-1918, ndw.; 1918--, typed. 600 pp. 12 x 18 x 2 $\frac{1}{2}$ . Aud. vt.

#### 28. FREE GRAVEL ROAD, 1901--. 16 vols.

Record of petitions for free gravel roads, showing date, petition number, name of land owner, location and description, assessment, added assessment, date of contract, specifications, inspection, first installment, and total assessment. No index. 75 pp. 17 x 19 x 1. Aud. vt.

#### 29. ABSTRACT OF ROADS, 1837-64. 1 vol.

Record of road abstracts on various changes, showing date, original location, name of township, section, and range number, new location, and book and page numbers. Arr. alpn. by names of twps. Hdw. 600 pp. 12 x 18 x 2 $\frac{1}{2}$ . Aud. vt.

For later record, see entry 1.

#### 30. COUNTY SUPERINTENDENT'S REPORT, 1907--. 1 file box.

Quarterly report of highway superintendent, showing date, name of township, contract price, and total amounts received and on hand. Arr. chron. 4 x 10 x 15. Aud. vt.

#### 31. DITCH RECORDS, 1875--. 16 vols.

Record of ditches constructed, showing name of ditch, location





and name of twp., range and sec.. nos., date completed, and cost of construction. Arr. alph. by names of ditches. Hdw.

600 pp. 12 x 18 x 2. 1875-1910, attic stg. rm.; 1910-- , Aud. off.

32. DITCH RECORD, 1881-1902. 2 vols. (1-2).

Record of petitions for construction and repair of ditches, showing date, name of ditch, location and description, nature of work, material used, and total cost. Arr. chron. Hdw. 500 pp. 17 x 17 x 3. Clk. vt.

For later records, see entry 1.

33. NEW DITCHES, 1876-1930. 1 file box.

Petitions for public ditches and bonds sold to finance construction, showing name of ditch, proof of publication, date of insertion, amount of bond, and remarks. Arr. chron. 4 x 10 x 15. Aud. vt.





## II. COUNTY COUNCIL

In 1899 the legislature created the county council. This council consists of seven members who are elected for a term of four years and must be resident freeholders of the county. One member is elected from each of the four councilmanic districts by the voters of the district, and three members are elected by the voters of the county at large. The council elects its president from its membership, and the auditor acts as its clerk. The sheriff is required to execute the orders of the council. (1) The inception date of this board in Kosciusko County is 1899.

The regular annual meeting is held on the first Tuesday after the first Monday of September for the purposes of fixing the tax rate, of imposing the tax levy, and of making appropriations, (2) and continues from day to day until its business is completed, (3) Special meetings may be called by the auditor or a majority of the members. (4) Sessions must be public. (5) Although a majority of the council constitutes a quorum, the passage of ordinances requires a majority of all members; and extraordinary majorities are required by law in certain instances: (6) a three-fourths vote to increase or insert an item in the budget estimates submitted by the county agencies through the auditor; (7) a two-thirds vote to make additional appropriations at special meetings. (8)

The power of fixing the tax rate where it is not fixed by law, is vested exclusively in the council, likewise the power of making appropriation of money to be paid out of the county treasury. (9)



The council passes on all budget estimates submitted by county officials, (10) as well as emergency appropriations. (11)

The council has exclusive power to authorize the borrowing of money for the county and the issuing of bonds. (12) No sale or purchase by the county of real estate of the value of \$1,000 or more is made without authorization by the council. (13)

All the records are located in the auditor's office in the courthouse.

- 
- |  |  |
|--|--|
| (1) Acts 1899; Burns 26-501,<br>26-502, 26-509, 26-515,<br>26-532. | (8) Acts 1899, 1907, 1913; Burns<br>26-521.  |
| (2) Acts 1899; Burns 26-507.                                       | (9) Acts 1899; Burns 26-515.                 |
| (3) Acts 1899; Burns 26-508.                                       | (10) Acts 1899; Burns 26-620.                |
| (4) Acts 1899, 1931; Burns<br>26-507.                              | (11) Acts 1899, 1907, 1913; Burns<br>26-521. |
| (5) Acts 1899; Burns 26-508.                                       | (12) Acts 1899, 1921, 1929; Burns<br>26-532. |
| (6) Acts 1899; Burns 26-511.                                       | (13) Acts 1899; Burns 26-534.                |
| (7) Acts 1899; Burns 26-520.                                       |  |

34. COUNTY COUNCIL RECORD, 1899--. 2 vols. (1-2).

Record of commissioners' business meetings, showing date, nature of subjects discussed, minutes of meeting, and action taken.

Arr. chron. 1899-1912, hdw.; 1913--, typod. 600 pp. 12 x 18 x 3.





### III. CLERK

The clerk of the circuit court, commonly referred to as "county clerk", is a constitutional officer, elected for a four-year term, and not entitled to hold office for more than eight years of any twelve-year period. (1) Prior to 1851, the office of clerk functioned by virtue of the Constitution of 1816. (2) The inception date of this office in Kosciusko County is 1837.

The clerk of the circuit court also serves, by statutory provisions, as clerk of any and all county courts and as such is required to keep a set of dockets and records for the courts. (3)

In addition to his court duties, numerous other duties are imposed upon the clerk by statute. He serves ex officio as registration officer for the county and as a member of the various county election boards. (4) In discharging his election duties he is required to keep records of all elections in the county, (5) issue certificates of election to successful candidates, (6) and act as clerk to the commissioners appointed by the circuit court to make a recount in contested elections. (7)

Other important duties of the clerk are the issuance of marriage licenses; (8) professional licenses, such as physicians', (9) dentists', (10) and optometrists'; (11) hunting, fishing, and trapping licenses; (12) business licenses, such as poultry dealers' (13) and junk dealers', (14) and permits to carry firearms. (15) He approves the bonds of county officers; (16) and approves and files the bonds of notaries. (17) He is required to keep a nurses' register (18)





and a record of firm and partnership certificate, (19) and he also records many legal instruments.

All the records are located in the courthouse.

- 
- |   |                                |
|---|--------------------------------|
| (1) Const., art. 6, sec. 2;<br>Burns 49-2701. | (9) Acts 1897; Burns 63-1302.  |
| (2) Const. 1816, art. 5, sec. 8.              | (10) Acts 1913; Burns 63-506.  |
| (3) 2 Rev. Stat. 1852; Burns<br>49-2706.      | (11) Acts 1907; Burns 63-1009. |
| (4) Acts 1833; Burns 29-306.                  | (12) Acts 1927; Burns 11-302.  |
| (5) Acts 1905; Burns 29-1404.                 | (13) Acts 1917; Burns 48-1407. |
| (6) Acts 1881; Burns 29-1501.                 | (14) Acts 1905; Burns 42-703.  |
| (7) Acts 1861; spec. sess.;<br>Burns 29-2103. | (15) Acts 1925; Burns 10-4712. |
| (8) Acts 1852; Burns 44-201.                  | (16) Acts 1852; Burns 29-105.  |
|   | (17) Acts 1852; Burns 49-3503. |
|   | (18) Acts 1905; Burns 63-903.  |
|   | (19) Acts 1909; Burns 50-201   |

### Elections

#### Voters

35. REGISTRATION OF VOTERS, 1936--. 75 vols. (A-Z).

Registration of voters, showing names of voter, twp. and city, address, place of birth, age, instructions, and name of official.

Arr. alph. by names of voters. Hqw. 50 pp. 10 x 12 x 1½. Clk. vt.

#### Candidates

36. CERTIFICATE OF NOMINATION, 1906--. 15 file boxes.

Certificate of nomination for public office, showing name and address of nominee, names of office and political party, and date filed. Arr. chron. 10 x 13 x 4 ¾. Clk. vt.

37. DECLARATION OF CANDIDATES, 1928--. 1 file box, 1 bundle.

Papers pertaining to candidate's declaration to run for office, showing names of candidate and office, and names of petitioners. Arr. chron. File box, 13 x 10 x 4 ¾, bundle, 4 x 9. Clk. vt.



38. CANDIDATE STATEMENT OF EXPENSE, 1914--. 4 file boxes.  
Statements of campaign expense filed by candidates, showing name and address of candidate, kind of office, date, and nature and amount of expense. Arr. onron. Hdw. 13 x 10 x 4 3/4. Clk. vt.

### Returns

39. ELECTION RECORD, 1890--. 2 vols. (1-2).  
Record of election returns, showing date, names of officer and candidates, nos. of ward and precinct, and total number of votes cast for each candidate. Arr. alpn. by names of twps. Hdw. 300 pp. 18 x 15 x 3. Clk. vt.

40. CERTIFICATE OF ELECTION, 1912--. 1 file box.  
Certificates of election to public office, showing number of votes cast, name of officer elected, and names and nos. of twp., ward, and precinct. Arr. alpn. by names of taxpayers. 15 x 10 x 4 1/2. Aud. vt.

41. REGISTRATION OFFICERS, OATHS, 1912--. 2 file boxes.  
Certificates of registration officers and their deputies, showing names of officer and deputy, , oath, names and number of twp., ward, and precinct, and affidavit of clerk of registration board. Arr. by precinct nos. and alpn. by names of twps. 15 x 10 x 4 1/2. Aud. vt.

42. CORPORATION ELECTIONS (County Elections), 1881--. 2 file boxes.  
Certificates of election of county officers, showing name of official, twp. and county, and dates filed and inspected. Arr. onron. 13 x 10 x 4 3/4. Clk. vt.





Official Bonds  
(See also entries 259-262)

County

43. RECORD OF OFFICIAL BONDS, 1853--. 7 vols. (1-7).

Record of bonds posted by county officials, showing date, names of official and office, amount of bond, name of surety, address, and stipulations of bond. Arr. chron. Hdw. 600 pp. 12 x 16 x 2 $\frac{1}{2}$ . 5 vols., 1853-1924, Clk. vt, 2 vols., 1925--, Clk. off.

44. COUNTY OFFICER'S OATHS AND BONDS, 1930--. 1 file box.

Oaths and bonds of county officials, showing name and address of office, date, name of office, names of sureties, amount of bond. Arr. chron. 13 x 10 x 4  $\frac{3}{4}$ . Clk. vt.

Townships

45. JUSTICES BONDS, COUNTY OFFICERS, 1931--. 1 file box.

Justice's and county official's bonds posted, showing date, names of official, office, and sureties, amount of bond, and term of office. Arr. alph. by names of sureties. 13 x 10 x 4  $\frac{3}{4}$ . Clk. vt.

46. CONSTABLE BOND, 1882-1910. 1 file box.

Constable's original bonds, showing names of bonded and surety, , date appointed, term and amount of bond, and nature of service to be performed. Arr. chron. 13 x 10 x 4  $\frac{3}{4}$ . Aud. vt.





Miscellaneous

## 47. NOTARIAL BONDS, 1910--. 3 file boxes.

Notaries' original public bonds, showing date, names of bonded and surety, address, and date of expiration. Arr. alph. by names of applicants. 13 x 10 x 4 3/4. Clk. off.

For prior records, see ontry 43.

## 48. POLITICAL AGENT'S BONDS, 1920-30. 1 file box.

Bonds given by agents or officers, serving central committee of political party organizations, showing names of office and official, address, amount of bond, and names of bonded and surety. No index. 13 x 10 x 4 1/4. Clk. vt.

## 49. BONDS AND APPLICATION, LIQUOR, 1900--. 1 file box,

50 bundles.

Applications for licenses to deal in spiritous liquors, showing date, name, place of business, age, and amount of bond. No index. File box, 13 x 10 x 4 3/4, bundles, 4 x 9. Clk. vt.

LicensesMarriage

(See also entry 297)

## 50. MARRIAGE APPLICATIONS, 1905--. 13 file boxes.

Applications for marriage licenses, showing date, names of bride and groom, addresses, ages, dates of birth, and names of witnesses. Arr. chron. 13 x 10 x 4 3/4. Clk. vt.



## 51. MARRIAGE LICENSE RECORD, 1836--. 32 vols. (1-32).

Record of marriage licenses, showing date of license, names, ages, and dates of birth of bride and groom, address, names of parents, previous marriages, race, and names of witnesses. Arr. chron. Hdw. 600 pp. 18 x 12 x 4.

## 52. MARRIAGE RECORDS, 1836--. 38 vols. (1-3, A-Z, AA-II).

Record of marriages, showing date of marriage, age, race and date of birth of bride and groom, and names of parents. Arr. chron. Hdw. 300 pp. 18 x 13 x  $2\frac{1}{2}$ . Clk. off.

## 53. MARRIAGE LICENSE RETURNS, 1841--. 16 file boxes, 100 bundles.

Certificates of marriage returns, showing date of return, names of bride and groom, certificate of marriage, and signature of minister or justice of peace. Arr. chron. File boxes, 13 x 10 x  $4\frac{3}{4}$ . Clk. vt.

Professional

## 54. PHYSICIAN'S REGISTER, 1895--. 2 vols. (1-2).

Record of applications of physicians for permits to practice medicine in county, showing date of examination, name of medical college attended, name and address of applicant, date and place of birth, and certificate no. Arr. alph. by names of applicants. Hdw. 100 pp. 14 x 9 x 1. 1 vol., 1895-1921, Clk. vt.; 1921--., Clk. off.

## 55. PHYSICIAN'S CERTIFICATE, 1900--. 1 file box, 1 bundle.

Physician's license certificates, showing date, name of physician,





medical school attended, and location of business. No index.

File box, 13 x 10 x 4 3/4; 1 bundle, 4 x 9. Clk. vt.

56. DENTIST LICENSE RECORD, 1899--. 1 vol.

Record of applications for licenses to practice dentistry, showing date of application, name, age, and address of applicant, name of college attended, and date of diploma. Arr. alph. by names of applicants. Hdw. 150 pp. 16 x 11 x 1. Clk. off.

57. OPTOMETRY LICENSE, OCULIST, 1907--. 1 vol.

Record of applications for optometry licenses, showing application no., signature of state examining board, name, age, and address of applicant, and certificate of registration to practice optometry. Arr. alph. by names of oculists. Hdw. 150 pp. 14 x 8 x 1/2. Clk. off.

58. CERTIFICATE REGISTERS, 1936--. 1 file box, 1 bundle.

Certificates of registration issued to dentists, optometrists and nurses, showing name of party, location of business, certificate no., and date issued. No index. File box, 13 x 10 x 4 3/4; 1 bundle, 4 x 9. Clk. vt.

59. VETERINARY LICENSE RECORDS, 1901--. 1 vol.

Record of veterinary licenses, showing name, date, location of business, license no., amount of fees, name of college attended, and diploma. Arr. alph. by names of veterinarians. Hdw. 150 pp. 16 x 11 x 1. Clk. off.





Business

## 60. JUNK DEALER'S LICENSE, 1905--. 4 vols. (1-4).

Record of applications, and licenses issued to deal in junk materials, showing date and term of license, name of applicant, provisions of license, and business location. Indexed alph. by names of applicants. Hdw. 200 pp. 14 x 9 x 1 $\frac{1}{2}$ . 3 vols., 1905-31, Clk. vt.; 1 vol., 1931--., Clk. off.

## 61. APPLICATION FOR JUNK DEALER'S LICENSE, 1908-9. 1 file box.

Applications for junk dealer's licenses, showing date, name of applicant, copy of license issued, and location of business.

Indexed alph. by names of applicants. 13 x 10 x 4  $\frac{3}{4}$ . Clk. vt.

For subsequent record, see entry 60.

## 62. POULTRY DEALER'S RECORD, 1917--. 3 vols.

Record of applications for licenses to buy and sell poultry, showing date, name of applicant, location of business, and signature of clerk. Indexed alph. by names of applicants. Hdw. 300 pp. 11 x 8 x 1. Clk. off.

## 63. RECORD OF IMPROVED STOCK, 1890-1913. 1 file box, 100 bundles.

Certificates for licensing improved stock, showing date, description and pedigree of animal, date of registration, name of owner, and signature of clerk. Arr. chron. File box, 13 x 10 x 4  $\frac{3}{4}$ . Clk. vt.



## Certificates

## 64. FIRMS AND PARTNERSHIP REGISTER, 1909--. 1 vol.

Register of incorporated firms and partnerships, showing date of incorporation, names of firm, partnership and witnesses, agreement, and date recorded. Arr. alph. by names of firms or partnerships. Hdw. 300 pp. 13 x 18 x 2 $\frac{1}{2}$ . Clk. vt.

## 65. PARTNERSHIPS, 1930--. 1 file box, 1 bundle.

Record of business partnerships formed, showing names of parties, date, location and kind of business, amount of capital, and remarks. No index. File box, 13 x 10 x 4  $\frac{3}{4}$ , 1 bundle, 4 x 9. Aud. vt.

## 66. REGISTER OF INSURANCE CERTIFICATES, 1899-1920. 2 vols.

(1-2).

Register of insurance certificates of insurance companies, showing names of company and agent, addresses, filing date, and duration of license. Indexed alph. by names of companies. Hdw. 200 pp. 18 x 12 x 2. Clk. vt.

For subsequent records, see entry 67.

67. ~~INSURANCE~~ CERTIFICATES, 1918--. 1 file box, 1 bundle.

Insurance certificates, showing names of company and agent, addresses, filing date, and duration of license. Arr. alph. by names of companies. File box, 13 x 10 x 4  $\frac{3}{4}$ , 1 bundle, 4 x 9. Clk. vt.

For subsequent records, see entry 66.

## 68. DEALER'S PERMIT TO SELL FIREARMS, 1900--. 2 file

boxes, 1 bundle.

Dealer's permit to sell firearms, showing name and address, age,





kind of firearm, license no., and date. Arr. chron. File boxes, 13 x 10 x 4  $\frac{3}{4}$ , bundle, 4 x 9. Clk. vt.

### Registers

69. REGISTER OF OFFICERS, 1840--. 2 vols. (1-2).

Register of persons elected or appointed to public office, showing names of officers, kind of office, date qualified, date of commission, condition and amount of bond, name of surety, term of office, and date of expiration. Indexed alph. by names of officers.

Hdw. 300 pp. 18 x 13 x  $2\frac{1}{2}$ . Clk. vt.

70. ESTRAY PAPERS, 1900-1915. 1 file box.

Claims to estrayed stock that have been advertised, showing date, description of animal, and name of owner. No index. 13 x 10 x 4  $\frac{3}{4}$ . Clk. off.

71.. REGISTRY OF TRAINED NURSES, 1905--. 1 vol.

Register of trained nurses, showing date registered, name and address of nurse, date of license, and by whom certified. Indexed alph. by names of nurses. Hdw. 50 pp. 10 x 9 x  $\frac{1}{2}$ . Clk. off.

72. OATHS OF LIBRARY BOARD, 1900--, 1 file box, 1 bundle.

Oaths and appointments of members of library board, showing names of members, dates of oath and appointment, and date of expiration. No index. File box, 13 x 10 x 4  $\frac{3}{4}$ , bundle, 4 x 9. Clk. vt.





## Receipts and Disbursements

## 73. CASH BOOK OF RECEIPTS AND DISBURSEMENTS, 1843--. 18

vols. Title varies: Clerk's Ledger, 4 vols., 1843-64.

Record of money received and disbursed, showing date, receipt or check no., cause no., names of payer and payee, fund debited or credited, total cash received, and fees payable to county. Arr. chron. Hdw. 300 pp. 18 x 13 x 2 $\frac{1}{2}$ . Clk. off.

## 74. REGISTER OF FEES, 1895-1909. 3 vols.

Register of fees received, showing date, name of payer, kind of fee, and name of account debited. Arr. chron. Hdw. 300 pp. 18 x 12 x 3. Clk. vt.

For prior and subsequent records, see entry 73.

## 75. RECEIPT BOOK, 1889--. 4 vols. (1-4).

Record of receipt stubs of cash disbursed, showing receipt no., amount, names of payee and payer, and name of fund debited or credited. Arr. chron. Hdw. 250 pp. 15 x 12 x 2. Clk. vt.

## 76. RECEIPT RECORDS, 1900--. 3 file boxes, 1 bundle.

Duplicate receipts for fees received, showing receipt book and page no., name of payer, and amount. No index. File boxes, 13 x 10 x 4  $\frac{3}{4}$ , bundle, 4 x 9. Clk. vt.



#### IV. PROSECUTING ATTORNEY

The prosecuting attorney is a constitutional officer, elected in each judicial circuit for a term of two years. (1) He is required to post bond to be approved by the judge of the circuit court, and filed with the clerk. (2)

Prior to the Constitution of 1851 the office of prosecuting attorney existed by virtue of an act of 1831. A prosecuting attorney for each judicial circuit was chosen by a joint ballot of the senate and house of representatives. (3) The inception date of this office in Kosciusko County is 1837.

It is the duty of the prosecuting attorney to inquire into the commission of any felony or misdemeanor received on information. (4) He conducts all prosecutions for felonies and misdemeanors in Kosciusko County, all suits on forfeited recognizances, resists applications for changing names, protects interests of all persons of unsound mind, superintends on behalf of the county any of its trust funds, and defends all suits in which the same may be interested. (5)

The prosecuting attorney may take acknowledgments to deeds or other instruments in writing, administer oaths, protest notes and checks, take depositions of witnesses, and perform any duty now conferred on a notary public. (6)

---

(1) Const., art. 7, sec. 11;  
2 Rev. Stat. 1852; Burns  
49-2501.

(2) 2 Rev. Stat. 1852; Burns  
49-2502.





- |  |  |
|--|--|
| (3) Rev. Laws 1831, ch. 10,<br>sec. 1.   | (5) 2 Rev. Stat. 1852; Burns<br>49-2504. |
| (4) 2 Rev. Stat. 1852; Burns<br>49-3503. | (6) Acts 1919; Burns 49-2507.            |

77. PROSECUTING ATTORNEY DOCKET, 1918. 1 vol.

Record of cases in circuit court, showing names of plaintiffs and defendants, proceedings, and final decree of court. Arr. chron. Hdw. 150 pp. 10 x 14 x 1. C.C., Clk. vt.

78. (ACTIVE AND PENDING STATE CASES), 1936--. 1 file box.

Papers of active and pending state cases, showing date, name of defendant, date set for trial, history of case, amount of fee, and fees collected and paid to treasurer. Arr. chron. 12 x 14 x

32. Prosecutor's off., Lake City Bank Bldg., Warsaw, Ind.

79. (INACTIVE STATE CASES), 1936--. 1 file box.

Record of decided state cases, showing date, name of defendant, history of case, amount of fees, costs, and disposition. Arr.

chron. 12 x 14 x 32. Prosecutor's off., Lake City Bank Bldg., Warsaw, Ind.





## V. CIRCUIT COURT

The circuit court was created by the Constitution of 1816, and re-created by the Constitution of 1851. (1) The judge of the circuit court is elected by the people of the circuit and serves for a term of six years. (2) The inception date of this office in Kosciusko County is 1837, the organization date of the county. The fifty-fourth circuit comprises Kosciusko County.

The court has general local jurisdiction of law, equity, and criminal cases, and actions for divorce. It has original jurisdiction of the settlement of decedent's estates and guardianships and all other causes, matters, and proceedings. It has such appellate jurisdiction as may be conferred by law. (3)

All the records are located in the courthouse.

- 
- (1) Const., art. 7, sec. 1.  
(2) Const., art. 7, sec. 2.

(3) Acts 1881; Burns 4-303.

### Change of Venue

80. CHANGE OF VENUE RECORD, 1892--. 3 vols. (1-3).

Record of court cases venued, showing date filed, title of case, date of trial, number of days, names of jurors or talesmen, costs, proceedings, and disposition. Indexed alph. by names of defendants. Hdw. 250 pp. 18 x 13 x 2 $\frac{1}{2}$ . Clk. vt.



Civil and Criminal Causes  
(See also entry 163)

81. STATE AND CIVIL CASES, 1838-1936. 603 file boxes. (17-619).

Papers of criminal and civil court proceedings, showing date, names of plaintiff, defendant, and attorney, action taken, and decision. Arr. chron. 13 x 10 x 4 3/4. Clk. main vt.

82. CIRCUIT COURT ALLOWANCES, 1850--. 18 file boxes, 50 bundles.

Allowances made by circuit court, showing date, names of defendants, and plaintiffs; addresses; amount; jury drawing; deputy, sheriff and jury expenses; mileage; amount held in trust; and name of payer. Arr. chron. File boxes, 13 x 10 x 4 3/4, Clk. main vt.

83. TRANSCRIPT OF JUDGMENT, 1850--. 13 file boxes. (A-Z).

Transcripts of proceedings in courts, filed with clerk, showing number, term of court, date of trial, and decision. Arr. alph. by titles of cases. 13 x 10 x 4 3/4. Clk. main vt.

84. JUDGMENT RECEIPT, 1930--. 1 file box, 1 bundle.

Judgment receipts, showing date, title of cause, name of payer, and amount. No index. File box, 13 x 10 x 4 3/4, bundle, 4 x 9. Clk. main vt.

85. GENERAL INDEX, 1908--. 4 vols. (1-4).

Index to circuit court cases, showing case number, names of plaintiff, defendant, and attorney, nature of action, date filed, page and volume of fee docket, judgment and execution dockets, and disposition. Arr. alph. by names of plaintiffs and defendants. Hdw. 500 pp. 18 x 18 x 2 1/2. Clk. main off.





## 86. RECORD OF INDICTMENTS, 1873--. 6 vols. (2-7).

Record of criminal cases, showing crime or misdemeanor, case no., date filed, names of defendant, attorney, witnesses and jurors, and sentence. Indexed alph. by names of defendants. 1873-1919, hdw.; 1919--, typed. 576 pp. 13 x 13 x 2 3/4. Clk. off.

## 87. RECOGNIZANCE BONDS, 1879--. 3 vols. (1-3).

Record of bonds posted by defendants assuring their appearance in court, showing date, charge, names of defendant and bondsman, amount and term of bond, and date set for appearance. Indexed alph. by names of defendants. Hdw. 400 pp. 18 x 13 x 2 1/2. 2 vols., 1879-1931, Clk. vt.; 1 vol., 1931--, Clk. off.

## 88. RECOGNIZANCE BOND, 1890--. 3 file boxes.

Original bonds assuring defendant's appearance in court, showing date, amount and terms of bond, names of bondsman and defendant, and appearance date. No index. 13 x 10 x 4 3/4. Clk. main off.

## 89. APPEAL BONDS, 1909--. 2 file boxes.

Bonds posted with clerk guaranteeing payment of court costs, and fees in appeal cases, showing names of plaintiff, defendant, attorney and surety, and term of bond. Arr. chron. 13 x 10 x 4 3/4. Clk. main vt.

## 90. COST BONDS, 1865--. 2 file boxes.

Original bond papers guaranteeing payment of all fees and costs in court cases, showing title of case, date, term, amount of bond, and names of bondsmen. Arr. chron. 13 x 10 x 4 3/4. Clk. main vt.





## 91. REPLEVIN BONDS, 1900--. 2 file boxes.

Attachment injunctions, replevin and bond papers, showing date, name of principal, inventory of property, claim, cash, and dates of serving and return. Arr. chron. 13 x 10 x 4 3/4. Clk. main vt.

## 92. MISCELLANEOUS BOND RECORDS, 1932--. 1 vol.

Record of miscellaneous bonds, showing date, type of bond, names of applicant, surety, and witness, and amount. Indexed alph. by names of persons bonded. Hdw. 600 pp. 13 x 18 x 3. Clk. off.

## 93. INSANE RECORD, 1849--. 8 vols. (A,1-7).

Record of applications for admittance to insane hospital, showing name of patient, age, sex, color, fees, personal and family history, statements of medical examiner and attending physician, order of court, vaccination, date of commitment, superintendent's receipts, return on commitment, and date of commitment. Indexed alpn. by names of patients. Hdw. 300 pp. 18 x 13 x 3. Clk. main vt.

## 94. INSANITY INQUEST, 1920--. 7 file boxes.

Insanity inquests, cases of epileptic persons, showing name of patient, nature of derangement, date filed, date of discharge, and order for patient's return. Arr. chron. 13 x 10 x 4 3/4. Clk. vt.

## 95. APPLICATIONS FOR FEEBLE MINDED SCHOOL, 1913--. 1 file box.

Applications for admittance of epileptics and feeble minded persons to state institutions, showing name of patient, address, date



filed, and if accepted or rejected. No index. 13 x 10 x 4 3/4.

Clk. vt.

96. NATURALIZATION, 1837--. 2 file boxes.

Declarations of intention, and applications to become citizens of U.S., showing name of applicant, address, nationality, age,

birthplace, and date of arrival. Arr. chron. 13 x 10 x 4 3/4. Clk. vt.

97. RILEY MEMORIAL HOSPITAL, 1928--. 1 file box.

Collections of documents and data pertaining to Riley Hospital and patients, showing newspaper clippings, letters, correspondence, commitment papers, name of person, date filed, name of witnesses, and date admitted. Arr. chron. 13 x 10 x 4 3/4. Clk. vt.

98. RECEIVERSHIP RECORD, 1911--. 2 vols. (1-2).

Record of firms and business places in receivership, showing name of firm, appraised assets, liabilities and net value, date petition for receivership filed, claim number, amount of claim and interest, names of auditor and attorney, receipts and disbursements, and allowance made by receiver. Indexed alph. by names of owners. Adv. 300 pp. 18 x 13 x 3.

99. BANK RECEIVERSHIP RECORDS, 1934. 3 lock boxes. ,

Bank receiver's statements of financial conditions of various banks in receivership in Kosciusko County. No index. 13 x 10 x 4 3/4.

Clk. vt.

100. RECEIVERSHIP OF INDIANA STATE BANK, 1933. 1 lock box.

Statements of bank receivers of financial condition of the Indiana State Bank which is in process of liquidation through receivership. No index. 13 x 10 x 4 3/4. Clk. vt.





## 101. LIQUIDATION OF ATWOOD BANK, 1935. 1 lock box.

Liquidation statements of the financial condition of the Atwood Bank, showing assets, liabilities, net worth, and reason for liquidation proceedings. No index. 13 x 10 x 4 3/4. Clk. vt.

## 102. BANK OF SEWARD, 1935. 1 lock box.

Statements of the financial condition of the Bank of Seward, showing reason for liquidation proceedings, assets, liabilities, and net worth. No index. 13 x 10 x 4 3/4. Clk. vt.

## 103. PORTABLE POWER CORPORATION, 1934. 1 file box.

Statement of the receiver on the financial condition of Portable Power Corporation at time of receivership, showing assets and liabilities, names of receiver and claimant, claim no., amount, interest, date petition filed, and reasons. No index. 13 x 10 x 4 3/4. Clk. vt.

## 104. WINONA RAILROAD COMPANY, 1935. 1 file box.

Receivership of Winona Railroad, showing financial reports filed by receiver, statements of the receiver on the financial condition of the Winona Railroad Company, names of receiver and creditor, amount of each claim, claim no. accrued interest, and lists of assets, liabilities, and surplus. No index. 13 x 10 x 4 3/4. Clk. vt.

## 105. ORDER BOOK SUPREME COURT DECISIONS, 1879--. 2 vols.

(1-2).

Record of court cases appealed to supreme court, showing date, title of case and description, name of judge, decision of lower court, date of appeal, and decision of supreme court. Arr. chron. Hdw. and typed. 600 pp. 18 x 12 x 3. Clk. vt.





Court Proceedings

106. ENTRY, ISSUE DOCKET AND FEE BOOK, 1913--. 23 vols.

(37-59).

Record of entry, issue of cases, and proceedings; entry docket, showing date, title of case, cause no., names of plaintiff, defendant, and attorney, order book and page, and docket and file box nos.; issue docket: showing date issued, and court proceedings; fee book; showing type of fee, names of payer and payee, and total fees. Arr. alph. by names of plaintiffs. Hdw. and typed. 350 pp. 18 x 12 x 3. Clk. off.

For prior records, see entries 107-108-153.

107. ENTRY DOCKET, 1852-1913. 4 vols.

Record of civil and criminal cases filed in circuit court, showing cause no., date, court decree, amount of fee, cost, judgment or fine, names of attorney, plaintiff, and defendant, amount of bond, transfer, and nature of judgment. Arr. alph. by names of defendants. Hdw. 500 pp. 12 x 13 x 2. Clk. vt.

For subsequent records, see entry 106; for prior records, see entry 110.

108. ISSUE DOCKET, 1852-1913. 41 vols. (A-F, 4-38).

Record showing date of proceedings of civil cases, names of plaintiff and defendant, nature of action, proceedings, and names of jurors, and witnesses. Arr. alph. by names of plaintiffs. Hdw. 300 pp. 18 x 12 x 3.

For prior records, see entry 110; for subsequent records, see entry 106.



## 109. BENCH DOCKET, 1844-- . 28 vols.

Record of all civil and criminal cases, showing date and warrant no., names of plaintiff, defendant, and attorney, court proceedings, and decree of court. Arr. by warrant nos. Hdw. 300 pp. 18 x 12 x 3. Clk. vt.

## 110. CIRCUIT COURT DOCKET, 1843-52. 3 vols. (1-3).

Record of criminal and civil cases, showing date, case no., names of plaintiff, defendant and attorneys, and court proceedings. Arr. by case nos. Hdw. 150 pp. 5 x 8 x 1 $\frac{1}{2}$ . Clk. vt.

For subsequent record, see entry 108.

## 111. ORDER BOOK, 1845-- . 99 vols. (1-85, A-N).

Record of court orders and judgments, showing date, names of plaintiff and defendant, cause, and decree of court. Arr. chron. 400 pp. 12 x 19 x 3.

## 112. ORDER BOOK OF NATURALIZATION, 1853-- . 7 vols.

Declaration petitions for citizenship, showing date, name of petitioner, nativity, ports of departure and arrival, date of arrival, signature, and attest. Arr. alph. by names of applicants, 1853-90, ndw.; 1890--, typed. 100 pp. 13 x 18 x 1 $\frac{1}{2}$ . Clk. vt.

## 113. ORDER BOOK, TRANSCRIPT AND INSURANCE, CIRCUIT COURT, 1933-- . 1 vol.

Record of powers of attorney and prisoner's fines, showing date, names of plaintiffs and defendants, proceedings in court, and decree. Arr. alph. by names of plaintiffs. Hdw. 600 pp. 13 x 18 x 3. Clk. off.





## 114. ORDER BOOK OF TRANSCRIPTS OF JUSTICES' JUDGMENTS, 1836-86.

3 vols. (1-3).

Transcripts of civil actions on debts, showing date, names of plaintiff and defendant, cause, amount, and justice's decree.

Arr. alph. by names of plaintiffs and defendants. Hdw. 586 pp.

18 x 13 x 3. Clk. vt.

## 115. JUDGMENT DOCKET, 1837--. 7 vols. (1-7).

Record of court proceedings, showing judgment, lien, date, order book and fee book nos., and receipt of judgment. Arr. chron. 500 pp. 12 x 18 x 2 $\frac{1}{2}$ . Clk. vt.

## 116. INDEX TO JUDGMENT BOOK, CIRCUIT COURT, 1837--. 3 vols. (1-3).

Index to judgment dockets, showing docket no. and page, names of plaintiffs and defendants, and cause no. Arr. alphi. Hdw. 300 pp. 13 x 18 x 2 $\frac{1}{2}$ . Clk. vt.

## 117. COMPLETE RECORD, 1840--. 38 vols. (3-38, A-B).

Record of actions in civil cases, showing cause, names of plaintiff and defendant, date, amount involved, and decree of court. Indexed alph. by names of plaintiffs. Hdw. 600 pp. 13 x 18 x 3. Clk. vt.

Executions

(See also entries 195-197)

## 118. PRECIPE BOOK (EXECUTIONS), 1880--. 3 vols.

Record of sales orders to satisfy liens and judgment claims, showing case no., names of plaintiff and defendant, and date. Arr. chron. Hdw. 175 pp. 14 x 8 x 1 $\frac{1}{2}$ . Clk. off.





119. EXECUTION DOCKET, 1836--. 20 vols. (1-15, A-D, and 1 vol. not numbered).

Record of order of sales to satisfy judgment liens, showing names of plaintiff and defendant, date, return date, and name of recipient of order. Indexed alph. by names of plaintiffs. Hdw. 330 pp. 13 x 18 x 3. Clk. vt.

120. EXECUTIONS, 1837--. 47 file boxes. (A-Z-XYZ, AA-ZZ). Execution orders in real estate judgments, showing nos. and pp. of judgment docket and order book, dates of issue and of judgment, amount, and costs. Arr. chron. 5 x 10 x 13. Clk. vt.

121. LIS PENDENS (COMPLAINTS), 1877--. 1 vol. Record of suits filed, involving real estate, showing date, names of plaintiff and defendant, cause for action, and signature of plaintiff. Arr. alph. by names of plaintiffs. Hdw. 500 pp. 18 x 13 x 2 $\frac{1}{2}$ . Clk. vt.

122. REAL ESTATE NOTICES, 1900--. 1 file box. Notices of claims filed against real estate, showing names of plaintiff and defendant, date, cause, amount, service date, and return date. Arr. chron. 5 x 10 x 13. Clk. vt.

123. LIS PENDENS (SHERIFF'S NOTICES), 1881--. 1 vol. Record of sheriff's notices of executions on real estate, showing names of plaintiff and defendant, cause number, dates filed and recorded, and satisfaction. Arr. alph. by names of defendants. Hdw. 500 pp. 18 x 13 x 2 $\frac{1}{2}$ . Clk. vt.



## 124. LIS PENDENS, REDEMPTION, 1879--. 1 vol.

Record of redemption of property offered for sale by court order, showing date, names of plaintiff and defendant, description of property, location, action, claim, and satisfaction. Arr. alph. by names of property owners. Hdw. 500 pp. 18 x 13 x 2 $\frac{1}{2}$ . Clk. vt.

## 125. SUPPORT DOCKET, 1913--. 2 vols. (1-2).

Record of money paid into court for support of defendants, showing date, cause number, names of payer and payee, amount, and receipt. Arr. chron. Hdw. 500 pp. 13 x 13 x 2 $\frac{1}{2}$ . Clk. off.

## Probate Causes

## 126. PROBATE COURT, 1836--. 170 file boxes.

Original transcripts, appeals, changes of venue, and complaints, showing names of plaintiff, defendant, and attorney, number of cause, and date. Arr. chron. 11 x 5 x 13. Clk. vt.

## 127. GUARDIANSHIPS, 1920--. 21 file boxes. (A-XYZ).

Guardianship reports, showing date, names of guardian and ward, title of estate, date of death, amount and inventory of estate, and guardianship bond and sureties. Arr. chron. 5 x 11 x 13. Clk. vt.

## 128. GENERAL INDEX, 1837--. 4 vols. (1-4).

Index to all probate cases, showing date of filing, title of estate, name of administrator or executor, kind of letter, volume and page numbers, of order book, and complete record. Indexed alph. by titles of estates. Hdw. 300 pp. 11 x 16 x 2. Clk. vt.





## 129. RECORD OF WILLS, 1844--. 14 vols. (1-14).

Record of wills probated, showing filing date, title of estate, date of death, and name of witness. Arr. alph. by titles of estates. Hdw. 600 pp. 13 x 18 x 3. Clk. vt.

## 130. WILLS, 1904--. 15 file boxes (A-XYZ).

Transcripts of main facts of last wills and testaments, showing title of estate, date of death, inventory of estate, and names and signatures of heirs. No index. 11 x 5 x 13. Clk. vt.

## 131. CLERK'S REPORT, WILLS PROBATED, 1881-1920. 1 vol.

Record of wills probated, showing date of probaton, title of estate, terms of will, and witnesses' signature. Arr. alph. by titles of estates. Hdw. 300 pp. 13 x 18 x 2 $\frac{1}{2}$ . Clk. vt.

For subsequent records, see entry 129.

## 132. ESTATES, 1900--. 24 file boxes (A-Z).

Record of estates, showing title of estate, location and description, and date of probaton. Arr. chron. 5 x 11 x 13. Clk. vt.

## 133. INVENTORY OF REAL ESTATE, 1881-85. 1 vol. (A).

Record of proceedings in estate cases, showing title of estate, name of attorney, date and result of appraiser's meeting, attorney fees allowed, and net value of estates. Arr. alph. by titles of estates. Hdw. 350 pp. 18 x 12 x 2 $\frac{1}{2}$ . Clk. vt.

For subsequent records, see entry 147.





## 134. GENERAL INDEX TO ESTATES, 1880--. 3 vols. (1-3).

Index to all estate records, showing title of estate, name of administrator, amount of bond, date of letters of administration, and volumes and pages of order book and fee book. Indexed alph. by titles of estates. Hdw. 300 pp. 18 x 12 x 3. 1 vol., 1880-95, Clk. off.; 2 vols., 1896--, Clk. vt.

## 135. RECORD OF ADMINISTRATION AND EXECUTORS, 1871--. 16 vols. (1-16).

Final reports of administration of estates, showing date, amount and value of real estate and chattels, distribution, and request to be discharged from further trust. Arr. alph. by titles of estates. Hdw. 600 pp. 18 x 13 x 3. Clk. vt.

## 136. ADMINISTRATOR'S AND EXECUTOR'S BONDS, OATHS, AND LETTERS, 1853--. 9 vols. (A,1-8).

Record of administrator's bonds, showing date, name of administrator, terms of bond, amount, names of bondsmen, oath of administrator, and name of estate. Arr. alph. by titles of estates. Hdw. 300 pp. 18 x 13 x 3. 7 vols., 1853-1922, 1934--, Clk. off.; 2 vols., 1922-34, Clk. vt.

## 137. RECORD OF GUARDIAN'S BONDS, OATHS, AND LETTERS, 1847--. 5 vols. (1-5).

Record of guardian bonds, showing name of guardian, amount and condition of bond, names of minor heirs, title of estate, guardian's oath, letter of court approval, and attestations of court and clerk. Indexed alph. by titles of estates. Hdw. 300 pp. 18 x 13 x 3. 4 vols., 1847-1920, Clk. main vt.; 1 vol., 1920-p, Clk. off.



## 138. RECORD OF GUARDIANSHIP REPORT, 1871--. 16 vols. (1-16).

Record of reports of guardians, showing date, names of guardian and ward, receipts, disbursements, and balance. Arr. alph. by names of wards. Hdw. 600 pp. 13 x 18 x 3. Clk. vt.

## 139. RECORD OF REAL ESTATE BONDS, 1836--. 3 vols. (1-3).

Record of bonds furnished by executors and administrators of estates, showing date, name of person under bond, amount, and name of surety. Arr. alph. by names of persons bonded. Hdw. 400 pp. 12 x 16 x 2½. Clk. stg. rm.

## 140. REAL ESTATE BONDS, 1930--. 1 file box.

Original bonds of executors, administrators or guardians of estates ~~containing~~ real estate, showing names of bonded, and surety, amount of bond, stipulations, title of estate, date, and signature. Arr. chron. 5 x 11 x 13. Clk. vt.

## 141. REAL ESTATE BONDS, 1908--. 2 file boxes.

Original bonds in cases of property transfers, and improvements, showing name of owner, amount of bond, name of surety, stipulations of bond, and signature. Arr. chron. 5 x 11 x 13. Clk. vt.

## 142. INVENTORY OF PERSONAL PROPERTY, 1852--. 14 vols. (A-N).

Record of personal property in estates, showing date, name, appraised value, amount and nature of debt, and net value. Arr. alph. by titles of estates. Hdw. 500 pp. 13 x 18 x 2½. Clk. vt.

## 143. SALE OF PERSONAL PROPERTY OF DECEASED, 1853-69. 1 vol.

Record of sale of personal property, showing inventory, purchaser,





amount realized in cash and on deferred payments, date of action, and total amount of sale. Arr. alpn. by titles of estates. Hdw. 500 pp. 12 x 18 x 2 $\frac{1}{2}$ . Aud. vt.

144. GUARDIAN'S INVENTORY RECORD, 1899--. 3 vols.

Record of real and personal property, showing name of ward, itemized inventory of estate, appraised value, amounts of rent and income, and signatures of guardian. Arr. alpn. by names of wards. Hdw. 600 pp. 13 x 13 x 3. Clk. off.

145. SALES BILL RECORD, 1869--. 7 vols. (1-7).

Record of sales of personal property in estates, showing inventory of articles sold, name of purchaser, amount realized on deferred payments, and date of sale. Arr. alpn. by titles of estate. 1869-1900, ndw.; 1900--; typed. 600 pp. 13 x 13 x 3. Clk. vt.

146. CERTIFICATE OF SALE, REAL ESTATE, 1892--. 4 file boxes.

Certificates of real estate sales in settlement of estates, showing title of estate, date, location and description of property, name of purchaser, amount realized, and payment. Arr. chron. 5 x 11 x 13. Clk. vt.

Proceedings in Probate Causes

(See also entries 164-166)

147. ESTATE ENTRY CLAIM AND ALLOWANCE DOCKET, AND FEE BOOK,  
1872--. 14 vols. (1-5,7-15). Title varies: General  
Entry Claim and Allowance Docket.

Record of court proceedings in estate cases, showing serial number,



title of estate, fee book page, name of executor, amount and stipulation of bond, name of surety, amount of cash on hand, receipts and disbursements, claim pending, fee and costs, and court decision. Arr. alph. by titles of estates. Hdw. 400 pp. 18 x 15 x 4. 5 vols., 1872-1917, Clk. vt.; 7 vols., 1917-- , Clk. off.

148. RECORD OF LAND (PARTITION), 1833-69. 1 vol.

Record of real estate partition among heirs in estate cases, showing names of heirs, location and description of real estate, division, and partition by court decree. Arr. alph. by names of petitioners. Hdw. 350 pp. 11 x 15 x 2. Clk. vt.

For subsequent records, see entry 111.

149. APPEARANCE DOCKET, 1852-1916. 9 vols. (A-Z).

Complete record of estates, showing title of estate, name of executor or administrator, amount and stipulations of bond, name of surety, date, and proceedings of court. Arr. alph. by titles of estates. Hdw. 370 pp. 13 x 12 x 2 $\frac{1}{2}$ . Clk. vt.

For subsequent records, see entry 147.

150. ISSUE DOCKET, 1872--. 38 vols. (1-38).

Record of court issues, showing date, cause no., names of plaintiff, defendant, attorney and witnesses, court costs and fees, mileage, and days served by witnesses. Arr. by case nos. Hdw. 300 pp. 18 x 13 x 3.

For prior records, see entry 153.





151. GUARDIANSHIP DOCKET, 1841--. 7 vols. (1,1-5, and 1 vol. not numbered).

Record of court proceedings in naming, transferring or discharging guardians, showing date, name of ward, age, sex, name of guardian, amount and stipulations of bond, names of surety, and date of action. Arr. alph. by names of wards. Hdw. 300 pp. 18 x 9 x 2 $\frac{1}{2}$ . Clk. vt.

152. ORDER BOOK, 1836--. 44 vols. (1-3,A-Z,AA-PP).

Record covering all branches of probate activities, showing probations of wills, approval of executor, reports of administrator of estate, petition to sell real estate, determination of inheritance tax, final report, and approval of court. Arr. chron. Hdw. 600 pp. 13 x 18 x 3. Clk. vt.

153. COMPLETE RECORD, 1836--. 32 vols. (I-Z,AA-JJ,II-4).

1853-71, ., missing.

Record of probate cases, showing date and cause of action, proof of publication, and court decision. Arr. alph. by titles of estates. Hdw. 300 pp. 12 x 18 x 2. Clk. vt.

#### Fee and Cash Records

154. TRUST FUND RECORD, 1894--. 4 vols. (1-4).

Record of funds held in trust, showing date, cause and order book numbers and pages, amount held in trust, names of payee and payer, receipts, disbursements, totals, and balances. Arr. alph. by names of payees. Hdw. 300 pp. 18 x 18 x 2. Clk. vt.





## 155. FEE BOOK, 1869--. 9 vols. (1-9).

Record of fees collected in criminal cases, showing kind of fee, costs of plaintiff and defendant, and receipts. Arr. alph. by names of defendants. Hdw. 500 pp. 13 x 18 x 2 $\frac{1}{2}$ . Clk. vt.

## 156. FEE BOOK, 1834-1913. 36 vols. (1-36).

Record of fees and court costs in civil cases, showing date, names of plaintiff, defendant, and attorney, fees and costs of court, and date of payment. Arr. chron. Hdw. 350 pp. 18 x 13 x 3.

For subsequent records, see entry 106.

## 157. RECORD OF FINES AND FORFEITURES, 1910--. 1 vol.

Record of fines and forfeitures collected by court order, showing name of payer, docket number and page, amount paid and collected to date, amount paid treasurer, and total. Arr. chron. Hdw. 300 pp. 12 x 18 x 2. Clk. off.

## - 158. INDEX TO FEE BOOK, 1887--. 3 vols. (1-3).

Index to circuit court fee book, showing date, names of witnesses, amount of fee, and volume and page of fee book. Indexed alph. by names of payees. Hdw. 300 pp. 13 x 18 x 2 $\frac{1}{2}$ . Clk. vt.

## 159. RECEIPT FOR FEES, 1854--. 2 file boxes.

Acknowledgments of court fee payments, showing serial number, date, amount, and name of payer. No index. 11 x 5 x 13. Clk. vt.

## 160. FEE BOOK, GUARDIANSHIP, 1850--. 4 vols. (1-4).

Record of fees in guardianship cases, showing date, names of guardian and ward, and kind and amount of fee. Arr. alph. by names of wards. Hdw. 500 pp. 18 x 13 x 2 $\frac{1}{2}$ . 1 vol., 1850-81, Clk. vt.; 3 vols., 1882--, Clk. off.



161. PROBATE FEE BOOK, (ESTATES), 1836- 52. 4 vols. (1-3, and 1 vol. not numbered).

Record of fees collected in estate cases, showing name of payer, title of cause, date, and amount paid. Arr. chron. Hdw. 600 pp. 12 x 18 x 3. Clk. vt.

For subsequent records, see entry 167.

162. FEE BOOK (ESTATE), 1874-1916. 5 vols. (5-9).

Record of fees collected in estate cases, showing title of estate, name of administrator, serial number of estate record, date of probation, number and page of order book, amount of fees, costs, and total. Arr. alph. by titles of estates. Hdw. 450 pp. 18 x 12 x  $2\frac{1}{2}$ . Clk. vt.

For prior records, see entry 167; for subsequent records, see entry 147.





## VI. COMMON PLEAS COURT

The common pleas court was established by an act of 1852, effective in Kosciusko County in 1863. The judge was elected for a term of four years. (1)

The court had jurisdiction in matters relating to probate of wills; appointment of guardians for persons of unsound mind and other disabilities; in matters relating to executors and administrators; (2) in civil matters ranging from fifty to one thousand dollars, except in cases of slander, libel, breach of marriage contract, and an action on an official bond, or where the title of real estate was in issue; (3) and criminal jurisdiction in cases which were not felonies, except those triable by the justice of the peace. (4)

At the time of the creation of this court, cases pending which came under the new jurisdiction, were transferred from the circuit court to the common pleas court. Because of the inadequacies of this court, it was abolished in 1873 and the jurisdiction was transferred to the circuit court. Pending cases continued to be entered in common pleas records until completion of the suits. (5)

All the records are located in the courthouse, and are, with other court records, in the custody of the clerk of the circuit court.

- 
- (1) 2 Rev. Stat. 1852, pt. 1,  
ch. 8, sec. 1.  
(2) 2 Rev. Stat. 1852, pt. 1,  
ch. 8, sec. 4.  
(3) 2 Rev. Stat. 1852, pt. 1,  
ch. 8, sec. 11.

- (4) 2 Rev. Stat. 1852, pt. 1.  
ch. 8, sec. 14.  
(5) Acts 1873, ch. 29, sec. 80.



Civil and Criminal Causes  
(See also entries 81-105)

163. RECORD OF INDICTMENT, 1866-72. 1 vol.

Record of indictments, showing names of defendant, witnesses, attorneys, jury, prosecuting attorney, and clerk; date; term; crime; decision, and date of filing. Arr. alph. by names of defendants. Hdw. 576 pp. 18 x 13 x 2 3/4. Clk. off.

Probate Causes  
(See also entries 126-146)

Proceedings in Probate Causes  
(See also entries 147-153)

164. COMMON PLEAS COURT, 1862-72. 43 file boxes. (5-47).

Proceedings of probate matters, showing number, cause, names of plaintiffs, defendants, sheriff, and officers, and court decisions. Arr. chron. 4 x 10 x 13. Clk. vt.

165. ALLOWANCE DOCKET, 1852-72. 2 vols. (A-B).

Record of court allowances, showing amount allowed, date granted, names of administrator and estate, amount of claim, credits, and amount of receipt in satisfaction. Arr. alph. by names of defendants. 500 pp. 17 x 12 x 2 1/2. Clk. vt.

166. COMPLETE RECORD, 1852-72. 7 vols. (A-H).

Record of court proceedings, showing date of action, filing of cause, proof of publication, decree, and judgment rendered. Arr. alph. by names of estates. Hdw. 300 pp. 18 x 12 x 2. Clk. vt.



## Fee and Cash Records

167. FEE BOOK, 1852-73. 7 vols. (2-7, and 1 vol. not numbered).

Record of fees collected in state cases, showing date, names of plaintiff and defendant, amount of fees, and total. Arr. alph. by names of deceased. 500 pp. 18 x 12 x 2 $\frac{1}{2}$ . Clk. vt.

For subsequent records, see entry 147.





## VII. RECORDER

The recorder is a constitutional officer elected for a term of four years and is required to post bond. (1) No person is eligible to hold the office of recorder for more than eight years in any twelve-year period. (2) The inception date of this office in Kosciusko County is 1837, the organization date of the county.

The title of this officer describes his functions: To make and preserve a public record of legal documents for officials and private persons as required by law. Of the many kinds of instruments recorded the more important are: Deeds, mortgages, and apprentices' indentures, (3) satisfactions, cancellations, and assignments of any kind, (4) releases, (5) mechanics' liens, (6) and leases. (7)

The recorder is also required to keep a record of articles of incorporation filed in his office, (8) and certificates of admission for foreign corporations to do business in Indiana. (9) There are also on file in the office of the recorder, records of cemetery deeds, (10) cemetery associations, (11) farm names, (12) and chattle mortgages. (13)

All the records are located in the courthouse..

- 
- |   |  |
|---|--|
| (1) 1 Rev. Stat. 1852; acts 1901; Burns 49-3201.                  | (8) Acts 1929; Burns 25-219.                     |
| (2) Const., art. 6, sec. 2.                                       | (9) Acts 1929; Burns 25-305.                     |
| (3) 1 Rev. Stat. 1852; Burns 49-3210.                             | (10) Acts 1925; Burns 21-223.                    |
| (4) Acts 1905; Burns 49-3203.                                     | (11) 1 Rev. Stat. 1852; Burns 25-1520.           |
| (5) Acts 1881 spec. sess.; Burns 2-2519.                          | (12) Acts 1931; Burns 49-3236.                   |
| (6) Acts 1909; Burns 43-703.                                      | (13) 1 Rev. Stat. 1852; Acts 1897; Burns 33-301. |
| (7) 1 Rev. Stat. 1852; Acts 1875, 1913, 1921, 1923; Burns 56-119. |  |



## Deeds, Titles, and Grants

## 168. DEED RECORDS, 1836--. 142 vols. (1-142).

Record of deeds, showing date, name of owner, location and description of property, and deed no. Arr. alph. by names of owners.

Hdw. 600 pp. 18 x 13 x 3. Recr. vt.

## 169. GENERAL INDEX OF DEEDS, 1836--. 30 vols. (A-B, 3-30).

Index to deed record, showing names of grantee and grantor, volume and page no., and description of instrument. Arr. alph. by names of owners. Hdw. 540 pp. 18 x 13 x 3. Recr. vt.

## 170. CEMETERY DEED RECORD, 1875--. 3 vols.

Record of cemetery lot deeds, showing cemetery, date, name of owner, location and size, lot, and number. Arr. alph. by names of owners. 250 pp. 18 x 12 x 2. Recr. rec. rm.

## 171. SHERIFF'S DEED RECORDS ON EXECUTION, 1868--. 4 vols.

Record of sheriff's certificates of sale of real estate to satisfy mortgage, showing name of owner, deed no., date executed, and location and description of property. Arr. alph. by names of owners. Hdw. 500 pp. 18 x 13 x 3. Recr. off.

For subsequent records, see entry 196.

## 172. TAX TITLE DEED RECORD, 1862--. 4 vols. (1-4).

Record of real property sold for non-payment of taxes, showing name of purchaser, date, amount sold for, description and location of property, and date recorded. Arr. alph. by names of owners. Hdw. 580 pp. 18 x 13 x 2 $\frac{1}{2}$ . Recr. vt.

For subsequent records, see entries 217-218.





## 173. QUIET TITLE RECORD, 1911--. 3 vols. (1-3).

Record of deeds on which title has been quieted by court order, showing date, name of court, names of plaintiff and defendant, history of case, and judgment. Arr. alph. by names of title owners. 450 pp. 18 x 12 x 2. Recr. vt.

For prior records, see entry 191.

## 174. SWAMP LAND DEED RECORD, 1858-91. 1 vol.

Record of certificates of title to swamp lands, showing name of owner, location and description of property, and state seal. Arr. alph. by names of owners. Hdw. 400 pp. 18 x 12 x 2. Recr. vt.

## 175. RECORD OF WILLS AND ORDERS OF THE COURT, 1891--. 3 vols.

Complete record of wills and court orders pertaining to estates, showing date, name, location and description of estate, and disposition of will. Arr. chron. Hdw. 600 pp. 18 x 13 x 2 $\frac{1}{2}$ . Recr. vt.

## Mortgages and Releases

Real Estate

## 176. MORTGAGE RECORDS, 1844--. 98 vols. (1-98).

Record of mortgages, showing date, names of mortgagor and mortgagee, location and description of property, and amount of mortgage. Arr. alph. by names of mortgagors and mortgagees. 40 vols., 1844-96, hdw.; 58 vols., 1897--, typed. 600 pp. 18 x 13 x 3. Recr. vt.

## 177. GENERAL INDEX OF MORTGAGES, 1855--. 16 vols.

General index to mortgage records, showing names of mortgagor and mortgagee, volume and page no., date recorded, description of lots, and lands, and amount of mortgage. Arr. alph. by names of mortgagees. Hdw. 300 pp. 18 x 13 x 3. Recr. vt.



178. FEDERAL LAND BANK MORTGAGE RECORD, 1923-26. 2 vols.  
(1-2).

Record of loans and mortgages, through Federal Land Bank, showing date, names of mortgagee and mortgagor, location and description of property, amount, and condition of loan. Arr. alph. by names of mortgagees. Typed. 600 pp. 18 x 13 x 3. Recr. vt.

For prior and subsequent records, see entry 176.

### Chattels

179. CHATTEL MORTGAGE RECORD, 1883--. 34 vols. (1-34).

Record of chattels given as security for loans, showing names of mortgagee and mortgagor, date, and amount of loan. Arr. alph. by names of mortgagees. 11 vols., 1833-1900, hdw.; 23 vols., 1901--, typed. 500 pp. 18 x 13 x 3. Recr. vt.

For prior records, see entry 176.

180. CHATTEL MORTGAGES, 1883--. 36 file boxes.

Chattel mortgages left for recording and uncalled for, showing names of mortgagor and mortgagee, date, record number, fee, list of chattels, location, and amount of loan. Arr. alph. by names of mortgagees. 11 x 5 x 13 $\frac{1}{2}$ . Recr. vt.

181. CHATTEL MORTGAGE RECEIPTS, 1935--. 2 file boxes.

Chattel mortgage receipts given, showing names of mortgagor and mortgagee, date, number, and amount of receipt. Arr. chron. 10 x 4 x 13. Recr. vt.

### School funds (See also entries 251-258)

182. SCHOOL FUND MORTGAGE RECORD, 1854--. 7 vols. (1-7).

Record of school fund mortgages, showing names of mortgagor and mortgagee,





amount of mortgage, payment date, and location and description of property. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. Reor. vt.

### Liens

183. MECHANIC'S LIENS, 1853--. 22 vols. (1-22).

Record of liens taken by creditors on property for material and labor furnished, showing names of owner and lienholder, location of property, nature of work performed, and amount. Arr. alph. by names of lienholders. 1853-1900, hdw.; 1901--, typed. 500 pp. 18 x 13 x 2. Recr. vt.

### Register of Legal Instruments

184. ENTRY BOOK, 1865--. 40 vols. (1-21, 2-19, 2).

Entry record of instruments, showing names of grantor and grantee, dates of investment and recording, lot number, location and description of lands, fees, consideration, and amount. Arr. chron. Hdw. 400 pp. 18 x 13 x 3. Reor. vt.

185. RECORD OF ARTICLES OF INCORPORATION, 1897--. 2 vols.

Record of articles of incorporation, showing date, name of firm, and location. Arr. chron. Hdw. 582 pp. 18 x 13 x 3. Recr. vt.

186. FARM REGISTER, 1913-32. 1 vol.

Register of names of farms, showing date, names of farm and owner, and description and location of farm. Arr. alph. by names of owners. Hdw. 200 pp. 9 x 12 x 2. Recr. vt.

187. SOLDIERS' DISCHARGE RECORDS, 1860--. 2 vols. (1, and 1 vol. not numbered).

Record of war veterans' discharges, showing name, date, length of





service, date of discharge, age at enlistment, signature of commanding officer, number of enlistments, marital status, and identification mark. Arr. chron. Hdw. 300 pp. 18 x 10 x 2. Recr. vt.

For other military records, see entry 26.

188. ENROLLMENT OF SOLDIERS, 1886. 2 vols.

Record of soldiers who served in the Civil War, showing name of soldier, twp., date of filing, company, rank, branch of service, color, address, family record, and regiment no. Arr. alph. by twps. Hdw. 300 pp. 14 x 9 x 3. 1 vol., attic stg. rm.; 1 vol., Clk. vt.

For other military records, see entry 26.

189. SOLDIERS OF NATIONAL GUARD, 1936--. 1 file box.

Lists of members of national guard, showing names of members, ages, addresses, dates of service, and ranks. Arr. alph. by names of guardsmen. 4 x 10 x 13. Clk. vt.

For other military records, see entry 26.

190. NAVY DISCHARGE RECORD, 1918--. 1 vol.

Record of discharge of sailors from service, showing name, date of enrollment, length of service, rating, proficiency, sobriety and obedience record, birth date, age, height, identification marks, signature of commanding officer, and date recorded. Arr. alph. by names of sailors. Hdw. 350 pp. 18 x 13 x 3. Recr. vt.

For other military records, see entry 26.

Miscellaneous Records

191. MISCELLANEOUS RECORD, 1853--. 23 vols. (A-B, 3-23).

Record of affidavits, contracts, agreements, leases, bills of sale,



powers of attorney, mechanics' liens, church, and lodge trustees, forest lands, releases of mortgages, and marginal releases. Arr. alph. by names of titles. 15 vols., 1853-1926, hdw.; 8 vols., 1927--, typed. 400 pp. 18 x 13 x 4.

#### Fee and Cash Books

192. FEE AND CASH BOOK, 1909--. 10 vols. (5-13, 21).

Record of fees and cash collected, showing date received, from whom received, various instruments recorded, and fees, showing date received, name of payor, type of instrument recorded, and amount of fee. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. Recr. rec. rm.

For prior records, see entries 184 and 194.

193. RECORDER'S FEE BOOK, 1895-1909. 4 vols. (1-4).

Record of fees charged and cash collected, showing date, name of payer, no. of instrument or service, amount, and date paid. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. Recr. rec. rm.

For subsequent records, see entry 192.

194. RECORDER'S CASH BOOK, 1895-1909. 4 vols. (1-4).

Record of moneys collected for services rendered, showing date, name of payor, account, fee book, page no., and amount. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. Recr. rec. rm.

For subsequent records, see entry 192.





## VIII. SHERIFF

The sheriff is a constitutional officer elected for a term of two years. He must give a bond to insure faithful performance of his duties, and is required to take the usual oath of office. (1) No person is eligible to hold the office of sheriff for more than four years in any period of six years. (2) Prior to the constitution of 1851 the office of sheriff functioned by virtue of the Constitution of 1816. (3) The inception date of this office in Kosciusko County is 1837, the organization date of the county.

The sheriff is the conservator of peace within Kosciusko County. He may arrest without process all persons, who within his view commit any crime or misdemeanor, and hold them in custody during investigation of the cause of such arrest. He is required to suppress all breaches of the peace and has authority to call to his aid the power of the county; pursue and commit to jail all felons; maintain and preserve order in the courts of the county except justice of the peace courts. He also maintains the jail and takes care of the prisoners confined in it. (4) It is his duty to protect persons in danger of possible lynchings. (5) He makes arrests of all persons on indictments, warrants, affidavits, and upon information received from the prosecutor or the court, and commits them to jail. (6)

As a court officer of Kosciusko County he is required to make service of all process. (7) He sells mortgaged property on foreclosure proceedings: (8) executes deeds to real estate sold on



executions; (9) conveys persons committed to state charitably, correctional, or penal institutions; (10) and attends sessions of the county council (11) and the county commissioners, (12) and executes their orders.

All the records are located in the courthouse.

- 
- |                                       |  |
|---------------------------------------|--|
| (1) 2 Rev. Stat. 1852; Burns 49-2801. | (8) Acts 1881 spec. sess.; Burns 3-1819. |
| (2) Const., art. 6, sec. 2.           | (9) Acts 1881 spec. sess.; Burns 2-4101. |
| (3) Const., 1916, art. 4, sec. 25.    | (10) Acts 1905; Burns 9-2232.            |
| (4) 2 Rev. Stat. 1852; Burns 49-2802. | (11) Acts 1899; Burns 26-510.            |
| (5) Acts 1905; Burns 10-3310.         | (12) 1 Rev. Stat. 1852; Burns 26-611.    |
| (6) Acts 1905; Burns 9-1001.          |  |
| (7) 2 Rev. Stat. 1852; Burns 49-2803. |  |

Execution Records  
(See also entries 118-125)

195. EXECUTION DOCKET, 1887--. 2 vols.

Docket record of court, showing date, names of plaintiff, defendant, and attorney, cause of action, amount of judgment, cost, and bail. Arr. chron. Hdw. 350 pp. 13 x 18 x 3. Shf. off.

196. SHERIFF'S CERTIFICATE OF SALES, 1881--. 3 vols. (3-5).

Record of property sold by order of court, showing date of certificate, names of plaintiff and defendant, date and amount of judgment, amount of costs, notice of sale, and date of sale. Arr. alph. by names of plaintiffs. Hdw. 600 pp. 13 x 18 x 3. Shf. off.

For prior records, see entry 171.



## 197. SUBPOENAS, 1884-89. 1 vol.

Record of **subponas**, issued for appearance in court, showing case number, names of plaintiff and defendant, date returnable, fees, cause, date of appearance, and date issued. Arr. chron. Hdw. 200 pp. 13 x 8 x 1 $\frac{1}{4}$ . Clk. vt.

## Fee and Cash Book

## 198. CASH AND FEE BOOK, 1903--. 5 vols. (1-5).

Record of cash and fees received, showing date, case number, attorney, names of parties, nature of cause, and dates received, served, and returned. Arr. chron. Hdw. 550 pp. 13 x 18 x 2 $\frac{1}{2}$ . Shf. off.





## IX. CORONER

The coroner is a constitutional officer elected for two years without restriction on reelection. (1) He is required to post bond not exceeding five thousand dollars nor less than one thousand dollars. (2) The office was created before 1851 by virtue of the Constitution of 1816. (3) The inception date of this office in Kosciusko County is 1837, the organization date of the county.

The coroner is required to investigate deaths by violence, by accident, and of suspicious nature, and to determine the cause and manner of death. He holds inquests without a jury, (4) and may subpoena witnesses and employ a physician to make a postmortem examination, (5) filing his report and verdict with the clerk of the circuit court. (6) He is a peace officer with the same powers as the sheriff, (7) and acts as sheriff in event of absence, vacancy, personal interest, or incapacity of that officer, (8) and serves warrants on the sheriff if necessary. (9)

- 
- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| (1) Const. 1851, art. 6, sec. 2.  | (6) 2 Rev. Stat. 1852, Acts       |
| (2) 2 Rev. Stat. 1852; Acts       | 1879 spc. sess.; Burns 49-2909.   |
| 1933; Burns 49-2901.              | (7) 2 Rev. Stat. 1852; Acts 1933; |
| (3) Const. 1816, art. 4, sec. 25. | Burns 49-2901.                    |
| (4) 2 Rev. Stat. 1852; Acts 1871, | (8) 2 Rev. Stat. 1852; Burns      |
| 1879 spc. sess.; Burns 49-2904.   | 49-2902.                          |
| (5) 2 Rev. Stat. 1852; Burns      | (9) 2 Rev. Stat. 1852; Burns      |
| 49-2906.                          | 49-2903.                          |

199. CORONER'S INQUEST, 1907--. 6 file boxes.

Record of inquests held, showing name, address, age, sex, color, cause and date of death, name of physician, verdict of coroner, and affidavits of witnesses. Arr. chron. 10 x 4 x 13. C.C., Clk. vt.



## 200. REPORTS OF INQUEST (DEATHS), 1936--. 1 file box.

Reports of inquests, showing name of coroner, date of inquest, witness fees, name and description of disease, cause of death, nationality, personal valuables found, and date of sealing same. Arr. chron. 12 x 14 x 32. Dr. Leslie Ellen Laird's residence, N. Main St., North Webster, Ind.

## 201. REPORTS OF INQUEST (ACCIDENTAL), 1936--. 1 file box.

Record of inquests, showing coroner's verdict as to cause of death, name of deceased, date of death, statement of case, and date filed. Arr. chron. 12 x 14 x 32. Dr. Leslie Ellen Laird's residence, N. Main St., North Webster, Ind.

## 202. (CERTIFICATE OF DEATH), 1936--. 1 file box.

Record of Indiana State Board of Health certificates of death, showing date and place of death, local number, register number, name of deceased, address, personal and statistical particulars, description, marital status, nationality records, mortuary records, and coroner's certificate of death. Arr. chron. 12 x 14 x 32. Dr. Leslie Ellen Laird's residence, No. Main St., North Webster, Ind.





## X. AUDITOR

The auditor is a constitutional officer, elected for a four-year term. (1) No person can hold the office for more than eight years in any period of twelve. (2) He is required to post bond in the amount of ten thousand dollars, approved by and filed with the county commissioners. (3) The inception date of this office in Kosciusko County is 1841.

This office is the center of county financial administration, and here the financial records of county business are preserved.

The auditor's principal functions are fourfold: As a county "controller", he keeps the accounts of the county and issues warrants for all claims, including those approved by the commissioners. (4) Ex officio he acts as clerk to the board of commissioners, (5) the county council, (6) and the board of tax adjustment, (7) and as secretary to the board of finance. (8) He is also a member and the secretary of the board of review. (9) As a tax officer, he prepares the official tax duplicates, (10) and certifies to the treasurer the amount of taxes due from banks. (11) As budget officer, he compiles estimates made to him by each county agency and submits them to the county council. (12)

Other routine duties are: Keeping a land transfer record book; (13) managing the common and the congressional township school funds as a member of the school fund board, (14) and apportioning semiannually the interest of these funds to the school



corporations; (15) preparing the diton duplicates covering assessments for construction or repair of ditches and drains; (16) issuing poadlors' licenses (17) and public warehouse permits; (18) acknowledging deeds and mortgages executed for security of trust funds; (19) and approving bonds of township trustees. (20)

All the records are located in the courthouse.

- 
- |  |  |
|--|--|
| (1) 1 Rev. Stat. 1852; Burns 49-3001.                          | (11) Acts 1933; Burns 64-810.  |
| (2) Const., art. 6, sec. 2,                                    | (12) Acts 1899; Burns 26-520.  |
| (3) Acts 1899; Burns 49-3003.                                  | (13) Acts 1919; Burns 64-1409.   |
| (4) 1 Rev. Stat. 1852; Burns 49-3005; Acts 1897; Burns 26-306. | (14) Acts 1865; Burns 28-104, Acts 1865, 1935; Burns, 1936 suppl., 28-209. |
| (5) 1 Rev. Stat. 1852; Burns 26-611.                           | (15) Acts 1879; Burns 28-265.  |
| (6) Acts 1899; Burns 26-509.                                   | (16) Acts 1933; Burns 27-134.  |
| (7) Acts 1933; Burns 64-3041.                                  | (17) 1 Rev. Stat. 1852; Burns 42-204.                                      |
| (8) Acts 1907; Burns 61-606.                                   | (18) Acts 1875, 1879 spec. sess.; Burns 67-201.                            |
| (9) Acts 1919, 1920 spec. sess.; Burns 64-1201.                | (19) 1 Rev. Stat. 1852; Burns 49-3011.                                     |
| (10) Acts 1919; Burns 64-1403.                                 | (20) Acts 1915; Burns 65-103.  |

#### Audits and Reports

##### 203. RECORD OF MONTHLY BALANCES, 1925--. 2 vols.

Record of monthly balances of all money received and disbursed, showing receipts to date, receipts for month, total receipts, disbursements to date, disbursements for month, total disbursements, balance, and overdraft. Arr. chron. Hdw. 150 pp. 20 x 16 x 1. Aud. vt.

##### 204. CERTIFICATE OF DISTRIBUTION, 1876--. 16 vols. (2-6, and 11 vols. not numbered). Title varies: Distribution of County Revenue.

Record of auditor's certificates of distribution of county revenue





due townships and corporations, showing date, warrant number, amount, name of fund, kind of tax, total advance, net total of fund credited, and total distribution. Arr. chron. Hdw. 150 pp. 18 x 12 x 1. Aud. vt.

205. DISTRIBUTION SHEETS, 1895--. 1 file box.

Distribution sheets of revenue apportioned to the various county institutions, showing source of revenue credited, name of institution debited, date, and amount. No index. 15 x 11 x 4½. Aud. vt.

206. AUDITOR'S EXHIBIT, 1878--. 1 file box.

Yearly reports and itemized statements of expenditures, showing fund, balance, debit, credit, disbursements, receipts, treasurer's analysis and final report, account credited or debited, and balance. No index. 15 x 10 x 4½. Aud. vt.

207. STATE BOARD ACCOUNTS AND REPORTS, 1913--. 3 file boxes.

Field examiner's statements to the auditor of expenses incurred in auditing the accounts of the various county officers, showing date employed, amount per day, and type of expense incurred. Arr. chron. 15 x 10 x 4½. Aud. vt.

208. RECORD OF TRUSTEE'S SETTLEMENTS, 1871-1910. 3 vols.

(1-3).

Record of financial statements of township trustees, showing receipts and disbursements, source of revenue credited, names of account debited, date, and amount. Arr. chron. Hdw. 250 pp. 12 x 18 x 2. Aud. vt.





## 209. MAY SETTLEMENTS OF TANGIBLE PROPERTY, 1865--. 6 file

boxes.

Settlement sheets of collection of state, county, and other revenue, showing date, source of revenue, and name of fund credited. Arr. chron. 15 x 11 x 4 $\frac{1}{2}$ . Aud. vt.

## 210. BANK STATEMENTS AND REPORTS, 1909--. 3 file boxes.

Monthly statements by depositories, showing date, amount, balance, bank, interest, and withdrawals. Arr. chron. 15 x 11 x 4 $\frac{1}{2}$ . Aud. vt.

## 211. ASSESSOR'S REPORT OF DOG TAX, 1921--. 1 file box.

Assessor's report of dog tax, showing names of assessor and township, description of dog, age, sex, breed, total amount of money collected, and signature of township trustee. Arr. chron. 15 x 10 x 4 $\frac{1}{2}$ . Aud. vt.

## 212. TRUSTEE'S REPORT OF DOG FUND, 1921--. 1 file box.

Trustee's report of dog funds collected, showing amount received, orders drawn, names of trustee and township, and date. Arr. chron. 15 x 10 x 4 $\frac{1}{2}$ . Aud. vt.

## 213. TRUSTEE VOUCHERS, 1902--. 1 file box.

Receipt vouchers issued by trustee for money paid out, showing voucher number, address, date, names of payer and payee, and amount and name of fund. Arr. chron. 15 x 11 x 4 $\frac{1}{2}$ . Aud. vt.

## 214. DOCKET FEES, 1911--. 1 file box.

Record of all docket fees collected, showing title of cause, number, date paid, fee book and page, amount, and total fees collected. Arr. chron. 15 x 10 x 4 $\frac{1}{2}$ . Aud. vt.



215. CLERK'S CERTIFICATE OF FEES, INSANE, 1869--. 3 file boxes.

Papers pertaining to insanity cases, showing fees charged county by institutions for maintenance of insane patients; also contains record of jury fees, marriage certificates, and fines. No index. Condition poor. 15 x 10 x 4 $\frac{1}{2}$ . Aud. vt.

216. CLERK'S CERTIFICATE, ALLOWANCES CIRCUIT COURT, 1915--. 250 bundles.

Court fees allowed by judge, showing name of probation officer, amount, term, year, and date filed. No index. 15 x 11 x 4 $\frac{1}{2}$ . Aud. vt.

217. REPORT (of) JUSTICE OF PEACE FINES AND FORFEITURES, 1863--. 2 file boxes.

Report of fines and unclaimed fees made by justice of peace, showing name of justice of peace, township, date, and return of fines collected. No index. Condition fair. 15 x 10 x 4 $\frac{1}{2}$ . Aud. vt.

218. TREASURER'S RECEIPTS, 1867--. 5 file boxes.

Duplicate receipts of treasurer's fees collected from various county departments, showing date, name of payer, amount, and account credited. Arr. by receipt nos. 10 x 4 x 5. Aud. vt.

#### Receipts and Disbursements

219. APPROPRIATION AND DISBURSEMENT LEDGER, 1843--. 12 vols.

Title varies: Register of Receipts.

Record of all receipts and disbursements, showing source of receipts,





names of payer, payee, and account debited or credited, amounts received or disbursed, and balance. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. 11 vols., 1843-1919, Aud. vt.; 1 vol., 1919--, Aud. off.

220. RECEIPT BOOK, 1877--. 5 vols.

Record of auditor's receipts for payment of various accounts, showing date, amount, name of payee, and name of fund. Arr. chron. Hdw. 150 pp. 16 x 10 x 1. 3 vols., 1877-1908, Aud. vt., 2 vols., 1908--, Aud. off.

221. RECEIPTS AND DISBURSEMENTS, TREASURER'S REPORT, 1871--.

7 vols.

Report of treasurer to auditor of receipts and disbursements, showing names of payer, payee, and of fund credited or debited, receipt or voucher number, date, amount, and balance. Arr. chron. Hdw. 300 pp. 16 x 17 x  $2\frac{1}{2}$ . Aud. vt.

222. RECORD OF AUDITOR'S EXPENSE JOURNAL, 1849-55. 1 vol.

Journalized record of expenses incurred by various county officers, showing name of office, date, amount, name of fund, and account debited or credited. Arr. chron. Hdw. 400 pp. 16 x 11 x  $2\frac{1}{2}$ . Aud. vt.

223. DISBURSEMENT ORDERS, 1887-1925. 7 vols.

Record of orders drawn on treasurer for various county expenditures, showing name of office, nature of expense, date, order number, amount, and total of all orders. Arr. alph. by names of offices. Hdw. 600 pp. 16 x 19 x 3. Aud. vt.

For subsequent records, see entry 221.



## 224. COUNTY ORDERS REDEEMED, 1862-1912. 42 vols.

Record of county expense orders redeemed, showing date, amount, appropriation and order numbers, names of fund, office, and payee, and date redeemed. Arr. by appropriations. Hdw. 200 pp. 14 x 16 x 2. Aud. vt.

For subsequent records, see entry 226.

## 225. WARRANT REGISTER, 1925--. 9 vols.

Register of warrants and orders issued by auditor on treasurer against appropriations for various funds, showing date, number of warrant or order, amount, name of payee, fund credited, date paid, and balance. Arr. chron. Typed. 600 pp. 12 x 18 x 4. Aud. vt.

For prior records, see entry 223.

## 226. COUNTY WARRANTS, 1912--. 8 file boxes.

Redeemed county orders issued for various court expenses, showing date, amount of appropriation, numbers of warrant, and fund, name of payee, type of expense, account debited or credited, and balance. Arr. by appropriation numbers. 14 x 12 x  $4\frac{1}{2}$ . Aud. vt.

For prior records, see entry 224.

## 227. COUNTY WARRANTS, 1927--. 10 file boxes.

Redeemed county warrants issued on treasurer for official salaries, showing date, number and amount of warrant, name of payee, and date redeemed. Arr. by warrant no. 15 x 11 x  $4\frac{1}{2}$ . Aud. vt.

## 228. QUIETUS RECORD, 1868--. 23 vols.

Record of receipts for money received by auditor and transferred





to treasurer, showing date, amount, name of payer, purpose, and name of account debited or credited. No index. Hdw. 600 pp. 12 x 16 x 4. 1868-1930, Aud. vt.; 1930--, Aud. off.

229. AUDITOR'S QUIETUS, 1912--. 1 file box.

Copies of original receipts issued by auditor for money received, showing date, amount, name of payer, account credited, itemized statement, and description of account. Arr. chron. 4 $\frac{1}{2}$  x 10 x 15. Aud. vt.

230. REGISTER OF POOR RELIEF CLAIMS, 1907--. 4 vols.

Record of funds paid to dependents, showing name of claimant, date filed, and number, classification, and amount of claim. Arr. chron. Hdw. 150 pp. 12 x 17 x 1. Aud. vt.

### Taxes

#### Appraisements

231. TRANSFER RECORD, 1859--. 48 vols.

Record of ~~transfer~~ of real estate, showing name of owner, location, description, and value, names of grantee and grantor, and date transferred. Indexed alph. by names of grantees. Hdw. 500 pp. 13 x 18 x 2. Aud. off.

232. ABSTRACT OF TAXABLE PROPERTY, 1880-1905. 2 file boxes.

Abstracts of levies on real and personal property, showing name of taxing unit, assessed valuation of land, improvements, and personal property and amount of tax, including poll, state, school, dog, and delinquent. No index. 4 x 11 x 15. Aud. vt.





## 233. ASSESSMENTS, RAILROADS, 1879--. 8 file boxes.

Assessment sheets for railroad property and improvements, showing date, name of railroad, type of property, assessed value, and tax rate. Arr. chron. 4 x 10 x 15. Aud. vt.

## 234. ABSTRACT SALE OF SWAMP LANDS, 1853-72. 1 vol.

Record of abstract of title issued on changes of ownership of swamp land, showing date, names of grantee and grantor, description and location of property, date of purchase, and amount. Arr. chron. Hdw. 100 pp. 10 x 12 x 1. Aud. vt.

## 235. SALE OF SWAMP LANDS, 1836-1909. 1 bundle.

Record of ~~sale~~ of swamp land and state lands, showing date, names of grantee and grantor, description and location, and price paid.

No index. 4 x 10 x 15. Aud. vt.

## 236. ENUMERATION RECORD, 1925. 18 vols.

Record of males and females over twenty one years of age, showing township, number, name, age, and color. Arr. alph. by twps. Hdw. 50 pp. 14 x 9 x  $\frac{1}{2}$ . Aud. vt.

Returns

## 237. AFFIDAVITS OF MORTGAGE INDEBTEDNESS, 1910-35. 720 vols.

Affidavits of mortgage indebtedness to secure tax exemption, showing amount of mortgage, location and description of property, names of mortgagor and mortgagee, addresses, amount of tax, and date due.

Indexed alph. by names of mortgagees. Hdw. 110 pp. 9 x 2 x  $1\frac{1}{2}$ .

660 vols., 1910-32, attic stg. rm.; 60 vols., 1933-35, Aud. off.



Lists

## 238. ASSESSOR'S BOOK, 1851--. 1468 vols.

Record of assessments, showing date, name of owner, location and description of property, assessed value, and mortgage and soldiers' exemptions. Arr. alph. by names of taxpayers. Hdw. 125 pp. 18 x 11 x 1. 1344 vols., 1851-1930, attic stg. rm.; 124 vols., 1931--, Aud. off.

## 239. ASSESSOR'S LIST REAL ESTATE, 1919-32. 85 vols.

Record of assessments on real estate, showing name of township, location and description of property and improvements, name of owner, address, amount of tax, and date payable. Arr. alph. by names of townships. Hdw. 580 pp. 14 x 8 x 5. 60 vols., 1919-25, attic stg. rm.; 25 vols., 1925-32, Aud. off.

## 240. ASSESSOR'S LIST, 1851--. 2075 vols. (A-Z).

Assessor's lists of personal property, showing date, name and address of owner, type of personal property, assessed value, rate of tax, total tax due, and affidavit of taxpayer. Arr. alph. by names of taxpayers. Hdw. 400 pp. 14 x 9 x 2 $\frac{1}{2}$ . 1857 vols., 1851-1930, attic stg. rm.; 218 vols., 1931--, Assr. off.





## 241. SURVEYOR'S DITCHING, CLEANING ASSESSMENT, 1885-1928.

1 file box.

Notices of assessments due and unpaid on ditch repairing and cleaning, showing name and location of ditch, type of work, amount of assessment, and name and address of owner of land assessed.

Arr. chron. 15 x 10 x 4 $\frac{1}{2}$ . Aud. vt.

## 242. TRUSTEE'S DITCH ASSESSMENT, 1896--. 1 file box.

Certificates of trustees' ditch assessments, showing name and location of ditch, type of work, amount of assessment, and name and address of owner of property assessed. Arr. chron.

4 x 10 x 15. Aud. vt.

Delinquent and Erroneous

## 243. CERTIFICATES OF ERRONEOUS TAXES, 1910--. 5 vols.

Record of erroneous taxes charged on tax duplicates, showing date, location and type of property, name of owner, tax duplicate number, adjustment, and signature of taxpayer. Arr. alph. by names of taxpayers. Hdw. 200 pp. 17 x 10 x 1. 3 vols., 1910-33, attic stg. rm.; 2 vols., 1933--, Aud. off.

## 244. OMITTED TAXES, 1907--. 1 steel file box.

Assessor's work sheets of omitted taxes, given to auditor to be added to tax duplicates, showing date, name of property owner, type and location of property, date filed, and amount. Arr.

chron. 4 x 10 x 15. Aud. vt.



## 245. REGISTER OF TAX SALES, 1845--. 14 vols.

Register of property sold for non-payment of taxes, showing date, name of owner, description and location of property, amount delinquent, and name of purchaser. Arr. alph. by names of owners. Hdw. 350 pp. 13 x 18 x 2. 1845-90, Aud. vt.; 1890--, Aud. off.

## 246. TAX SALE CERTIFICATE , 1926--. 1 file box.

Certificates of sale of property sold for delinquent taxes, showing date, duplicate number, current, delinquent and total taxes due, location and description of property, names of owner and purchaser, and date redeemed. Arr. chron. 15 x 11 x 4 $\frac{1}{2}$ . Aud. vt.

## 247. REGISTER OF TAX SALES, TRANSFER, 1864--. 3 vols. (1-3).

Register of tax sale certificates and transfers of land sold for delinquent taxes, showing date, certificate number, names of owner and purchaser, location and description of property, amount due, and date of redemption. Arr. by certificate numbers. Hdw. 300 pp. 12 x 18 x 2. 2 vols., 1864-1908, Aud. vt.; 1 vol., 1908--, Clk. off.

## 248. TAX REFUND CLAIM, 1912--. 2 file boxes.

Claims for refund of taxes, showing number. and amount of claim, name of claimant, and date. Arr. chron. 4 x 10 x 15. Aud. vt.

## 249. TAX RECEIPTS FOR DEEDS, 1868--. 9 file boxes.

Tax receipts given as proof of payment of taxes before issuing deeds, showing date, name of taxpayer, duplicate number, description and location of property, and amount of tax paid. Arr. chron. 4 x 10 x 15. Aud. vt.





Plat Books

## 250. PLAT BOOK, TOWNSHIPS, 1928-32. 17 vols.

Record of plats of various sections of land surveyed, showing name of owner, plat number, description and location of property.

Arr. alph. by names of townships. Hdw. 100 pp. 18 x 12 x  $\frac{1}{2}$ .

Assr. off.

School Funds  
(See also entry 182)

## 251. INVENTORY OF TRUST AND SCHOOL FUNDS, 1880--. 1 vol.

Complete inventory of all school fund loans, showing date, name and address of borrower, original amount of loan, accrued interest, amount and date of payment, and balance due. Arr. chron.

Hdw. 400 pp. 17 x 16 x 2. Aud. vt.

## 252. RECORD OF BALANCES OF COMMON SCHOOL FUND, 1877--. 2 vols.

Record of balances of common school funds, showing date of prior balance, debits and credits to fund, nature of receipts and disbursements, names of payer and payee, and current balance.

Arr. chron. Hdw. 200 pp. 16 x 17 x  $1\frac{1}{2}$ . Aud. vt.

## 253. JOURNAL OF COMMON SCHOOL FUND, 1852-1922. 6 vols.

Record of receipts and disbursements of school funds, showing nature of receipts and disbursements, names of payer and payee, date, amount, and balance. Arr. chron. Hdw. 200 pp. 13 x 13 x 2.

Aud. vt.

For subsequent record,, see entry 254.





## 254. REGISTER OF SCHOOL LOANS, 1841--. 10 vols.

Record of school fund loans, showing date, amount, accrued interest, names of mortgagee and mortgagor, date of payment, and balance due on each loan. Arr. alph. by names of mortgagees. Hdw. 500 pp. 16 x 12 x 2 $\frac{1}{4}$ . 2 vols., 1841-71, Aud vt.; 8 vols., 1872--, Aud. off.

## 255. SCHOOL FUND MORTGAGES, 1907--. 1 file box.

Mortgages given for school fund loans, showing date and amount, interest rate, names of mortgagee and mortgagor, location and description of property securing loan, term of loan, and date due. Arr. chron. 4 x 11 x 15. Aud. vt.

## 256. OLD SCHOOL MORTGAGES, 1840--. 1 file box.

Appraisement of lands, and mortgages securing school fund loans, showing date, amount of appraisement, location and description of property, names of mortgagee, mortgagor and fund, amount of mortgage, interest rate, and date due. Arr. chron. 4 x 10 x 15. Aud. vt.

## 257. CONGRESSIONAL FUND MORTGAGES, 1914--. 1 file box.

Abstracts of mortgages and statements of the condition of congressional school funds, showing date and amount, names of mortgagee and mortgagor, description and location of property, term of mortgage, rate of interest, accrued interest, and balance. No index. 4 x 11 x 15. Aud. vt.



## 258. SCHOOL FUND REPORTS, 1898--. 1 file box.

Report of school enumeration for apportionment of school fund, showing date, names of pupils, sex, color, ages, addresses, and names of school and township. Arr. chron. 4 x 10 x 15. Aud. vt.

Official and Retailers' Bonds  
(See also entries 43-47)

## 259. APPOINTMENT OF DEPUTY ASSESSORS, 1923-32. 1 file box.

Certificates of appointments of deputy assessors, showing date, name and address of deputy, name of township, amount of bond, term, and names of sureties and witnesses. No index. 4 x 11 x 15. Aud. vt.

## 260. ASSESSOR AND TRUSTEE'S BOND, 1840--. 4 vols.

Record of bonds given by assessor, deputy assessor, and trustee, showing date, term of office, amount of bond, names of officer, sureties and township, and date and length of appointment of deputy assessor. Arr. alpn. by names of parties bonded. Hdw. 175 pp. 10 x 15 x 1½. Aud. vt.

## 261. ASSESSOR'S AND TRUSTEE'S BONDS, 1859--. 1 file box.

Certificates of election; and bonds of assessor and trustee, showing date and amount of bond, names of officer, surety, and township, and term of bond. Arr. chron. 4 x 10 x 15. Aud. vt.

## 262. SCHOOL TRUSTEE'S BOND, 1873--. 2 vols.

Record of bonds of school officials appointed by school board, showing date and amount of bond, names of appointee, office, surety, and township, and term of bond. Arr. chron. Hdw. 350 pp. 11 x 16 x 1½. Aud. vt.





## 263. LIQUOR BOND RECORD, 1875-1918. 2 vols.

Record of bonds issued to persons retailing alcoholic liquors, showing date and amount of bond, bond number, names of dealer and sureties, business address, and term of bond. Arr. alph. by names of bondholders. Hdw. 125 pp. 11 x 16 x 1. Aud. vt.



## XI. ASSESSOR

The office of assessor was created by an act of 1891. (1)

This officer is elected for a four-year term, there being no prohibition against successive terms. The inception date of this office in Kosciusko County is 1891. Qualifications are established by law; He must be a continuous freeholder of Kosciusko County for not less than four years prior to the date of his election, and he must post a five thousand dollar bond, with two or more good freehold sureties approved by the auditor, who also administers the oath of office. His work is under the direction of the state board of tax commissioners, and he may be removed by that board, after a hearing, for incompetency, neglect of duty, or misconduct in office. (2)

The duties of the assessor are: To examine carefully the tax duplicates, to instruct and advise the township assessors, to review their returns, to assess omitted real and personal property, to appraise estates for inheritance taxes, to report to the state board any delinquencies of township assessors, (3) to examine public records, (4) and to set a value upon intangibles for taxation. (5) He is ex-officio member and president of the Kosciusko County board of review. (6)

All the records of this office are located in the courthouse.

- 
- |                                  |                                  |
|----------------------------------|----------------------------------|
| (1) Acts 1891, ch. 99, sec. 112. | (5) Acts 1933; Burns 64-905.     |
| (2) Acts 1919; Burns 64-1101.    | (6) Acts 1919, 1920 spec. sess.; |
| (3) Acts 1919; Burns 64-1102.    | Burns 64-1201.                   |
| (4) Ibid.                        |                                  |



## 263. ASSESSMENTS, 1914--. 4 file boxes.

Record of assessments, showing file number, order number, re-assessments, location, date and amount of assessment, amount reassessed, type of property, and value. Arr. chron. 4 x 10 x 15. Aud. vt.

## Maps

## 264. KOSCIUSKO COUNTY, 1914. 100 maps.

Plat maps of townships, showing locations of townships, sections, and ranges. Drawn by George A. Ogle and Company. Colored. Scale, 1" to 350 ft. 18 x 15. Assr. off.

## 265. WARSAW CITY, 1934. 1 map.

Plat map of the City of Warsaw, showing names of streets, and locations of alleys. Drawn by Lessig and Durbin, Warsaw, Ind. Blueprint. Scale, 1" to 400 ft. 36 x 26. Assr. off.





## XII. BOARD OF REVIEW

By virtue of an act of 1919, Kosciusko County has a board of review for the annual review of assessments and the equalization of valuation of real and personal property. The board is composed of the assessor, treasurer, and auditor, *ex officio*, and two freeholders of opposite political parties, appointed annually by the judge of the circuit court. The assessor is president and the auditor is secretary of the board. (1)

From 1881 to 1891 the duties of reviewing and equalizing tax assessments were performed by a county board of equalization consisting of the county commissioners and four freeholders appointed by the circuit judge. (2) The law of 1891 superseded this act and created the board of review, composed of the treasurer, assessor, and auditor. (3) The act of 1919 re-established the board, adding the two freeholder appointments to its membership. (4) The inception date of this office in Kosciusko County is 1881.

It is the duty of the board to make changes in the valuation of property in the township or any taxing unit within the township, and to determine the amount to be added or deducted in order to make an equitable equalization of taxes throughout the county. It also may redetermine the valuation of any particular tract or lot upon complaint of the owner. If the board shall find the aggregate assessment too high, too low, or unequal, it may set aside the assessment of the whole county, or of any township taxing unit therein, and order a new assessment. (5)



The board also makes a general review of assessment lists to discover omitted property and to correct errors in the lists. It assesses the capital stock of corporations in the county, except those assessed by the state board of tax commissioners, such as railroad, telephone, and telegraph companies. (6)

The records are located in the courthouse.

- 
- |                                  |                                    |
|----------------------------------|------------------------------------|
| (1) Acts 1919; Burns 64-1201,    | (4) Acts 1919; Burns, <i>ibid.</i> |
| 64-1205.                         | (5) <i>Ibid.</i>                   |
| (2) Acts 1881, ch. 96, sec. 129. | (6) <i>Ibid.</i>                   |
| (3) Acts 1891, ch. 99. sec. 114. |                                    |

267. BOARD OF REVIEW, 1897--. 2 vols.

Minutes of the meetings of the board of review, showing date, remarks of members, discussions of board, list of corporations, and amount of their assessments. Arr. chron. 1897-31, hdw.; 1931--, typed. 400 pp. 18 x 13 x 4. 1 vol., 1897-31, Aud. stg. rm.; 1 vol., 1931--, Aud. vt.





### XIII. BOARD OF TAX ADJUSTMENT

The board of tax adjustment of Koscuisko County was established by an act of legislature in 1933 and consisted of seven members. (1)

By an act of 1937 the membership of the board was changed. One is a member of the county council, chosen by the council, one member is the mayor of the largest city in the county or any public official of the county appointed by the said mayor of the largest city of the county, one member of the county board of education selected by such board, and four freeholders of the county appointed by the judge of the circuit court. Not more than four members of such adjustment board can be members of the same political party. The board is empowered to serve for one year. (2)

It is the duty of the board to examine, and if it deems necessary, revise, change, or reduce, but not increase, any tax levy and any corresponding items of the budget on which the tax levies are based, and apportion the total of all of the levies so that the total levy on property within any municipal corporation for which the property therein is taxable, shall not exceed the total rate as provided by law. (3)

All the records are located in the auditor's vault, in the courthouse.

---

(1) Acts 1933; Burns 64-304.

(3) Acts 1933; Burns 64-304.

(2) Acts 1937. ch. 199, sec. 4.



268. LEVIES OF TAXES, 1910-35. 2 file boxes.

Petitions to reduce levies of taxation, showing amount levied on each poll, date, and names of ten taxpayers or more signing petition. Arr. chron. 4 x 10 x 15.

269. APPEAL FROM TAX LEVIES (Tax Adjustment Board), 1922-30.

1 file box.

Petitions of taxpayers for appeal from tax levies, showing purpose, date, and name of ten or more taxpayers signing petitions. Arr. chron. 4 x 10 x 15.



#### XIV. BOARD OF FINANCE

By virtue of an act of 1907, the board of county commissioners of Kosciusko County constitutes the board of finance. The auditor serves as secretary. It may sue and be sued in its own name whenever necessary to accomplish the purpose intended by its creation. (1) The inception date of this board in Kosciusko County is 1907.

The board of finance has charge of and controls the funds of Kosciusko County. (2) Its functions are to select the banks to serve as depositories for county funds and to apportion the funds among such depositories. In lieu of depositing county funds in banks, the board may purchase United State Government bonds or other interest-bearing obligations of the United States Government or its instrumentalities. (3) The board receives monthly statements of county funds on deposit from the banks, (4) and may, as it sees fit, revoke the commission of any depository. (5)

The general assembly of 1936 repealed the act establishing this board, and in the same session in the Depository Act of 1935, reestablished the board of finance practically unaltered. The board has supervision of all public funds of the county, and the safekeeping and deposit thereof. (6)

The records are located in the courthouse.

---

(1) Acts 1907; Burns 61-606.

(2) Acts 1907; Burns 61-606.

(3) Acts 1907, 1932 spec. sess.;  
Burns 61-610.

(4) Acts 1907; 1931; Burns 61-616.

(5) Acts 1907; Burns 61-613.

(6) Acts 1935; Burns, 1936 suppl.,  
61-628.





## 270. BOARD OF FINANCE, 1907--. 3 vols. (1-3).

Record of meetings of board of finance, showing minutes, names of members, proposals of banks to become county depositories, and decision of board. Arr. chron. Typed. 600 pp. 18 x 13 x 3. .  
Aud. vt.

## 271. BANK STATEMENTS, 1916--. 4 file boxes.

Monthly statements by depositories, showing name of bank, kind of fund, date, memorandum, daily balance, total, interest due on daily balance, and date paid. Arr. chron. 14 x 12 x 4½. Aud. vt.

For prior records, see entry 274.

## 272. BANK STATEMENTS, 1915-16. 2 vols.

Record of monthly statements issued by depositories, showing name of bank, kind of fund, date, daily balance, total, interest due on daily balance, amount, and date paid. Arr. chron. Typed. 300 pp. 14 x 12 x 2. Aud. off.

For later records, see entry 272.

## 273. COUNTY BANKS, 1920--. 1 file box.

Financial statements of banks furnished as basis of bids to become depositories of county funds, showing date filed, and name of bank. Arr. chron. 15 x 10 x 4½. Aud. vt.



## XV. SCHOOL FUND BOARD

The county school fund board was created by an act of 1935. It consists of three members: the auditor and the clerk ex officio, and one member appointed by the judge of the circuit court for a two-year term. (1) The inception date of this board in Kosciusko County is 1935.

The duty of this board is to make all loans from the common school and the congressional township school funds to owners of real property secured by mortgage. This was formerly a duty of the auditor. The board must satisfy itself as to the value of real estate offered in the mortgage, the validity of the title, and whether it is encumbered. (2)

All the records are located in the courthouse.

- 
- (1) Acts 1935; Burns, 1936 suppl., 28-209. (2) Acts 1865; 1935 Burns, .  
ibid.

The records of this board are to be surveyed and inserted here in the final publication.





## XVI. TREASURER

The treasurer is a constitutional officer, elected for a term of two years. No person is eligible to serve more than four years in any period of six years. (1) He is required to execute his official bond, in the penalty of not less than the amount of money which may come into his hands at any time during his term. (2) Prior to the Constitution of 1851 the office of treasurer was in existence by virtue of an act of 1817. (3) The inception date of this office in Kosciusko County is 1837, the organization date of the county.

The treasurer receives all moneys coming to Kosciusko County and deposits the same on the proper orders issued and attested by the auditor. (4) He keeps fee books and cash books. (5) He makes quarterly reports to the commissioners; (6) at the expiration of his term of office, he gives a sworn statement to the auditor, showing specifically the amount of fees collected, (7) and deposits with the auditor all orders redeemed, (8) He makes a monthly statement to the treasurer of state, (9) and collects all taxes. (10)

The laws of the state also place certain ex-officio duties upon the treasurer. He is a member of the board of review, (11) and has custody of county funds, although the depositories are chosen by the board of finance. (12)

---



- |                                  |                                  |
|----------------------------------|----------------------------------|
| (1) Const., art. 6, sec. 2.      | (8) 1 Rev. Stat. 1352; Burns     |
| (2) 1 Rev. Stat. 1352; Acts      | 49-3114.                         |
| 1865, 1919; Burns 49-3101.       | (9) Acts 1859, 1861; Burns       |
| (3) Acts 1917, ch. 17, sec. 1.   | 49-1813.                         |
| (4) 1 Rev. Stat. 1852; Burns     | (10) Acts 1919; Burns 64-1502.   |
| 49-3103.                         | (11) Acts 1919, 1920 spc. sess.; |
| (5) Acts 1895; Burns 49-1401.    | Burns 64-1201.                   |
| (6) Acts 1895, 1913; Burns       | (12) Acts 1907, 1932 spo. sess.; |
| 49-1403.                         | Burns 61-610.                    |
| (7) Acts 1895, 1903, 1913; Burns |                                  |
| 49-1402.                         |                                  |

No records could be found.



## XVII. ELECTION BOARDS

### Board of Election Commissioners

By legislative enactment in 1889, the board of election commissioners was created. It consists of the clerk of the circuit court, and two persons appointed by him, one from each of the two major political parties; each of whom is nominated by the chairman of the county central committee of the two political parties respectively. This board is appointed annually and serves without pay. It is its duty to prepare and distribute ballots for the elections of county officers. (1)

The board's duties are: To print ballots; to receive petitions to place candidates' names on the ballots; and to receive certificates of nominations by convention or primary election. (2)

### Board of Canvassers

By an act of 1905, the legislature constituted the board of election commissioners a board of canvassers. They are required to canvass and estimate the certificates, poll lists and tally papers. (3) The further duties of the board are: to tabulate the votes, record them in the poll books, and file them together with the tally papers and certificates, in the office of the clerk. (4) The board selects its own chairman, and the clerk of the circuit court acts as clerk of the board, (5) and the board declares the election winners by a statement of certification. (6)





## Primary Election Commissioners

The primary election commissioners were provided for by an act of the legislature in 1915. They consist of the clerk of the circuit court, and two persons appointed by him, one from each of the two major political parties; each of whom is nominated in writing by the chairman of the county central committee of the two political parties respectively. It is their duty to prepare and distribute the primary ballots and generally supervise the primary elections. (7) The canvass of the primary votes is done by the board of commissioners, (8)

- 
- |                                     |                                    |
|-------------------------------------|------------------------------------|
| (1) Acts 1899; Burns 29-1002.       | (5) Acts 1905; Burns 29-1402.      |
| (2) Acts 1899, 1933; Burns 29-1003. | (6) Acts 1905; Burns 29-1405.      |
| (3) Acts 1905, 1907; Burns 29-1401. | (7) Acts 1915, 1917; Burns 29-504. |
| (4) Acts 1905; Burns 29-1404.       | (8) Acts 1915; Burns 29-560.       |

The records of those boards will be classified here in the final publication.



## XVIII. BOARD OF EDUCATION

The educational system of Indiana had its beginning back in 1818, and since then it has undergone several changes,

The legislature in 1818 provided for the appointment by the county commissioners of a superintendent of schools for each congressional township. (1)

By legislative enactment in 1824 the school system was administered by three township school trustees, who were elective. (2)

The school administrative system was changed by the legislature in 1833. By this new act the election of a school commissioner was prescribed. (3)

In 1852 the legislature provided that the township trustees should serve as a board of school trustees in each civil township. (4)

By legislative enactment in 1865 three school trustees were elected by the common council of each incorporated city and the board of trustees of each incorporated town to administer the school system in conjunction with the township trustees of each civil township. (5)

By an act of 1873 the county board of education was created. The board was comprised of the county superintendent of schools, the township trustees of the county, and the school trustees of each city and town of the county. (6)

The inception date of this office in Kosciusko is 1873.

By legislative enactment in 1877 the membership of the board was changed to consist of the county superintendent of schools,





the township trustees, and the chairman of school trustees of each city and town. (7)

The duties of the board are to take care of the general needs of the school, maintenance of school property, and purchase of furniture, books, maps, charts, and other supplies. (8) Its powers also include appointment of a county attendance officer upon nomination of the county superintendent. (9) The board may purchase text books from publishers and sell them to pupils at cost. (10)

The records are located in the superintendent of schools' office in the courthouse.

- 
- |   |   |
|---|---|
| (1) Acts 1818, ch. 49, sec. 1.                | (6) Acts 1873, ch. 25, sec. 8.                    |
| (2) Acts 1824, ch. 97,<br>secs. 1, 2.         | (7) Acts 1873, 1877; Burns<br>28-801.             |
| (3) Acts 1833, ch. 70, sec. 3.                | (8) Ibid.   |
| (4) 1 Rev. Stat. 1852, ch. 98,<br>secs. 4, 8. | (9) Acts 1921, 1932 spec. sess.;<br>Burns 28-501. |
| (5) Acts 1865, ch. 1.<br>secs. 4, 5.          | (10) Acts 1921; Burns 28-613.                     |

274. MINUTE BOOK, 1900--. 2 vols.

Minutes of meetings of the board of education, showing date of meetings, subjects discussed, and actions taken. Arr. chron.  
Hdw. 190 pp. 14 x 10 x 1.



## XIX. SUPERINTENDENT OF SCHOOLS

In 1865 the legislature provided for a school examiner to be appointed by the county commissioners. (1)

By legislative enactment in 1873, the act of 1865 was amended, and the school examiner's title was changed to "county superintendent of schools." He was appointed by the township trustees to serve for a term of two years. (2)

In 1899 the legislature extended the term of office of the superintendent of schools to four years, and also provided that he be elected by the township trustees. The act also required that he post bond with the auditor to insure faithful performance of his duties as prescribed by law. (3) The inception date of this office in Kosciusko County is 1873.

The superintendent exercises general supervision of the schools of Kosciusko County. He visits each township institute once each school year and conducts teachers' county institutes. He carries out the orders of the state board of education and the state superintendent of public instruction. (4) He is required to make a report as to teacher's preparation, experience, and license before being hired by the school trustees. (5) He makes out the basis of apportionment of school revenue from the enumeration of pupils. (6) He receives statements for school aid relief from school and township trustees. (7) He is ex-officio member and president of the board of education. (8)





All the records are located in the courthouse.

---

- |   |                                       |
|---|---------------------------------------|
| (1) Acts 1865, ch. 1, sec. 33.              | (6) Acts 1865; Burns                  |
| (2) Acts 1875, ch. 25, sec. 2.              | 28-715.                               |
| (3) Acts 1899, 1911, 1913;<br>Burns 28-702. | (7) Acts 1933; Burns<br>28-903.       |
| (4) Acts 1899; Burns 28-704.                | (8) Acts 1873, 1877;<br>Burns 28-801. |
| (5) Acts 1927, 1933; Burns<br>28-4309.      |                                       |

### Activities and Reports

275. ANNUAL FINANCIAL AND STATISTICAL REPORT, 1918--. 19  
vels.

Annual financial and statistical report of superintendent to the state superintendent of public instruction, showing teaching force, enrollment, number and condition of school, average capacity, enumeration, attendance data, and age groupings; financial condition, previous balance, receipts and disbursements, funds debited or credited, and balance at end of year. Arr. chron. Hdw. 31 pp. 12 x 10 x  $\frac{1}{2}$ . Supt. off.

276. COUNTY INSTITUTE FUND, 1903--. 1 vel.

Record of money received and disbursed, for hiring speakers for county institutes, showing date, and amounts received and disbursed. Arr. alph. by names of institutes. Hdw. 150 pp. 12 x 8 x  $\frac{1}{2}$ . Supt. off.

277. RECORD OF OFFICIAL REPORTS, 1884-1918. 1 vel.

Record of statistical and financial reports, showing date, names of teacher and school, names of scholars, age, sex, color, grade and average; financial statement of tuition and special school funds, amount of tuition funds received and disbursed, name of





fund debited or credited, and balance due treasurer. Arr. chron.

Hdw. 250 pp. 14 x 9 x 1. Supt. off.

278. SALE OF SCHOOL TEXT BOOK, 1895-97. 1 vol.

Record of sale of text books to pupils of schools, showing name of purchaser, kind of textbook, price paid, number of books sold, left over, ordered, paid for, and total. Arr. chron. Hdw.

175 pp. 18 x 12 x 1. Supt. off.

279. APPROVAL OF TEACHERS, 1930--. 1 file drawer.

Superintendent's approvals of teachers, issued to trustee, showing date, address, length of contract, and salary. Arr. chron.

19 x 7 x 5. Supt. off.

280. OPENING OF SCHOOL REPORTS, 1924--. 1 bundle.

Reports made by superintendent of school giving program of studies for year, showing names of pupils, teachers, and parents, addresses, grades, and attendance. Arr. chron. 26 x 13 x 11.

Supt. off.

Enumeration

281. ENUMERATION RECORD, 1896-1931. 32 vols.

Record of all children attending grade school, showing name, age, sex, color, grade, and if transferred. Arr. alph. by names of twps. Hdw. 125 pp. 7 x 10 x 1. Supt. off.

Teachers

282. INDIANA SUCCESS SCHEDULE, 1901--. 2 vols.

Record of teacher's success grades, showing name, address, nature



of experience and work, teaching technique, pupil achievements, management, and professional rating. Indexed alph. by names of teachers. Hdw. 100 pp. 5 x 10 x  $4\frac{1}{2}$ . Supt. off.

283. RECORD OF TEACHER'S EXAMINATION, 1881-1923. 2 vols.  
Record of teacher's success grades, showing date, name, address, examination grades, and kind of subjects. Indexed alph. by names of twps. Hdw. 239 pp. 15 x 10 x  $1\frac{1}{2}$ . Supt. off.

284. TEACHERS' LICENSE CERTIFICATES, 1921-22. 3 vols.  
Record of teachers' certificates, showing name, address, age, sex, color, examination record, grade, and qualifications. Arr. chron. Hdw. 150 pp. 14 x 8 x 1. Supt. off.

285. TEACHERS' ASSOCIATION, SECRETARY'S BOOK, 1882-1907.  
3 vols.  
Clippings of newspapers on teaching activities; particularly a record of the sessions of the association. No index. 200 pp. 8 x 10 x 1. Supt. off.

286. NEW TYPE OF DISTRIBUTION SHEET, 1936--. 85 bundles.  
Teachers' record sheets of distribution of pupils to various grades, showing name, age, and grade. Arr. alph. by names of twps. 11 x 8 x  $2\frac{1}{2}$ . Supt. off.

287. TEACHERS' REPORT TO STATE DEPARTMENT, 1925--.  
10 file drawers.  
Superintendent of school's report to the state board of education on teachers, showing name, age, sex, school, date of license, number of months teaching, examination grade, and length and kind of license. Arr. chron. 20 x 12 x  $2\frac{1}{2}$ . Supt. off.





Pupils

## 288. RECORD OF TRANSFER, 1885-98. 1 vol.

Record of transfers of school children from one school to another, showing name, age, grade, address, and from what school to what school. No index. Hdw. 100 pp. 16 x 11 x 1. Aud. vt.

## 289. SCHOOL TRANSFERS, 1885-98. 1 vol.

Record of transfer of children from township to city schools, showing date, name of child, sex, age, record, and transfer from and to what school. No index. Hdw. 110 pp. 14 x 9 x 1. Supt. off.

## 290. RECORDS OF 8th GRADE, 1885-1928. 3 vols.

Record of pupils graduating from eighth grade, showing date, name, age, sex, color, name of school, grading by subjects, and general average. Arr. chron. Hdw. 300 pp. 11 x 6 x 1 3/4. Supt. off.

## 291. SEMESTER EXAMINATION AND FINAL REPORTS, 1925--.

1 bundle.

First and second semester grades, and teachers' reports to successor, showing name of teacher, pupil, and grade. Arr. chron. 26 x 13 x 11. Supt. off.

## 292. HIGH SCHOOL SENIOR CREDIT CARDS, 1916--. 1 file drawer.

Teachers' high school seniors' grade success reports, showing dates of admission, graduation, or withdrawal, name, age, sex, color. Arr. chron. 26 x 13 x 11. Supt. off.

## 293. TEACHERS' REPORT TO SUCCESS GRADES, 1925--. 85 bundles.

Second semester grade school examinations, showing date, name of pupil, grade, type of subject, and teacher's report. Arr. alph. by names of twps. 15 x 11 x 1. Supt. off.



294. WORK PERMIT CARDS, 1930--. 1 filo drawer.

Work permit cards issued to minors to enable them to perform labor, showing name, address, date, age, color, place of birth, and sex. Arr. alph. by names of minors. 19 x 7 x 5. Supt. off.

#### Maps

295. INDIANA STATE, not dated. 1 map.

Geographical map of State of Indiana, showing rivers, roads, railroads, towns, and cities. Drawn and published by R. Ryso, Indianapolis, Indiana. Colored. Scale, 4 miles to 1". 48 x 70.



## XX. HEALTH OFFICER

By legislative enactment in 1881, a county board of health was established and was required to elect a secretary who acted as the health officer for each town and city, and the county. (1)

In 1891 the legislature amended the act of 1881 and enlarged the duties of the health officer, who acted through the board of health. (2)

The health commissioner was provided for by an act of the legislature in 1909, and in the same act a repeal clause repealed the act creating the county board of health. The health commissioner is elected by the county commissioners to serve for a four-year term. (3) The health commissioner must be a licensed physician. (4) The inception date of the records of this office in Kosciusko County is 1881.

By an act of 1935 the title of county health commissioner was changed to county health officer, who is appointed by the county commissioner with the approval of the state board of health, to serve four years. The county health officer must be legally qualified to practice medicine, suitably trained in sanitary science, and his qualifications must be satisfactory to the state board of health. He is required to enforce the health laws of the state and enforce all the rules of the state board of health. (5)

It is the duty of the health officer to enforce the health laws; to record and report vital statistics, such as births,





deaths, and marriages; to make sanitary inspections of all public and private buildings in regard to sources of disease; to establish quarantine and take all reasonable means to protect the public health; to close schools and churches; and to prohibit public assemblies to prevent epidemics. (6)

---

- |                                 |                            |
|---------------------------------|----------------------------|
| (1) Rev. Stat. 1881, sec. 4993. | (5) Acts 1935; Burns, 1936 |
| (2) Acts 1891, ch. 15, sec. 8.  | suppl., 35-118.            |
| (3) Acts 1891, 1909; Burns      | (6) Acts 1891, 1909; Burns |
| 35-108.                         | 35-111.                    |
| (4) Acts 1891, 1909; Burns      |                            |
| 35-110.                         |                            |

296. RECORD OF BIRTHS, 1882--. 17 vols.

Record of births in county, showing date, names of parents and child, date of birth, color, parents' address, age, occupation, number of children in family, and name of physician. Arr. chron. Hdw. 120 pp. 18 x 13 x 2. Dr. T. J. Clutter's off., Mentone, Ind.

297. MARRIAGE RECORD, 1882--. 19 vols.

Record of marriages, showing date, names of bride and groom, ages, where born, color, names of parents of bride and groom, addresses, and birthplaces. Indexed alph. by names of grooms. Hdw. Condition fair. 120 pp. 18 x 13 x 2. Dr. T. J. Clutter's off., Mentone, Ind.

298. RECORD OF DANGEROUS DISEASES, 1882--. 12 vols.

Record of dangerous or infectious diseases, showing date, name, address, age, sex, disease, quarantine date, date released, and name of physician. Arr. chron. Hdw. 120 pp. 18 x 13 x 2. Dr. T. J. Clutter's off., Mentone, Ind.



## 299. TUBERCULOSIS RECORD, 1920--. 1 file box.

List of tubercular persons admitted to health institutions, showing name, birth, sex, marital status, name of party reporting case, and dates of admittance and discharge. Indexed alph. by names of patients. 27 x 14 x 12. C.C., nurse's off.

## 300. EXAMINATION AND CLINIC CARDS, 1920--. 2 file boxes.

Clinic examination cards of all persons who have visited clinic, showing name, sex, age, date, clinic number, history of disease, and name and address of physician. Indexed alph. by names of patients. 27 x 14 x 12. C.C., nurse's off.

## 301. SCHOOL HEALTH RECORD, 1900--. 3 file boxes.

Health record of all school children, showing date, name, address, age, sex, color, reports of nurse and physician, kind of examination, name of school, and grade. Indexed alph. by names of twps. 27 x 14 x 12. C.C., nurse's off.

## 302. COUNTY RECORD OF DEATHS, 1882--. 8 vols.

Record of deaths, showing name, address, sex, color, age, cause of death, date of birth, birthplace, place of death, and undertaker's name. Arr. chron. Hdw. 120 pp. 18 x 13 x 2. Dr. T. J. Clutter's off., Mentone, Ind.





## XXI. BOARD OF PUBLIC WELFARE

The board of public welfare of Kosciusko County, created in 1936 by an act of the legislature, consists of five persons having a recognized interest in and knowledge of the problems of public welfare. The board members are appointed by the judge of the circuit court; at least two members must be women and not more than three members may be adherents of any one political party. (1)

Subject to the rules and regulations of the state department of public welfare, the board is charged with the administration of assistance to dependent children in their own homes, old age assistance, services and assistance to persons otherwise handicapped, the care and treatment of dependent, neglected, and handicapped children, children in danger of becoming delinquent, and such other welfare activities as may be delegated to it by the state department of public welfare, under the provisions of the act, including services connected with assistance to the blind. (2)

The director, who is appointed by the board of public welfare of Kosciusko County under the supervision of the circuit court, performs the functions of probation officer and agent of the court. (3)

All jurisdiction vested in county boards pertaining to welfare work was transferred to the board of public welfare upon its organization in 1936. (4)

All the records are located in the welfare office in the courthouse.



- |  |  |
|--|--|
| (1) Acts 1936, spec. sess.; Burns, 1936 suppl., 52-1118. | (3) Acts 1936 spec. sess.; Burns, 1936 suppl., 52-1119, 52-1120. |
| (2) Acts 1936, spec. sess.; Burns, 1936 suppl., 52-1120. | (4) Acts 1936 spec. sess.; Burns, 1936 suppl., 52-1408.          |

303. MINUTE BOOK, 1936--1. 1 vol.

Minutes of meetings of board, showing date, nature of business transacted, actions taken, and names of members present. Arr. chron. Hdw. 20 pp. 12 x 12 x 1.

304. OLD AGE PENSIONS RECORD, 1933. 1 vol.

Record of applications for old age pensions, showing name, address, date and place of birth, color, and number of years of residence in state and county. Indexed alph. by names of applicants. Typed. 300 pp. 18 x 13 x 3.

305. REGISTER OF APPLICATION AND ASSISTANCE GIVEN, 1936--.

1 vol.

Record of applications for assistance to aged persons and dependent children, showing name, address, amount awarded, and date effective. Arr. by application numbers. Hdw. 200 pp. 18 x 12 x 2.

306. RECOMMENDATIONS AND ACTION, 1936--. 1 vol.

Record of recommendations of director and action of board, showing date rejected or awarded, code number, name, action, signature of director, and seal of board. Arr. by sheet numbers. Hdw. 300 pp. 15 x 12 x 3.

307. OLD AGE ASSISTANCE, 1936--. 1 file box.

Applications for assistance to aged persons, showing date, name, age, address, case number, and whether approved or rejected. Arr. by case numbers. Hdw. 24 x 18 x 12.





308. ASSISTANCE TO DEPENDENT CHILDREN, 1936--. 1 file drawer.

Record of assistance for dependent children, showing date, name and age of child, names of parents or guardian, number of dependent children in family, date allowed or rejected, and withdrawal of assistance. Arr. by case nos. 24 x 18 x 12.

309. SCHEDULE OF CHILDREN AND OLD AGE, 1936--. 1 vol.

Schedule of allowances to aged persons and dependent children, showing date, name, address, case number, and amount allowed. Arr. by case nos. Hdw. 200 pp. 18 x 12 x 2.

310. APPLICATION FOR ASSISTANCE TO THE BLIND, 1936--.

1 file box.

Applications of blind persons for assistance, showing name, address, age, name and address of physician, visitor's report, whether approved or rejected, and amount. Arr. by case nos. 24 x 18 x 12.

311. (NOTICE TO TRUSTEE OF ASSISTANCE GRANTED), 1936--.

1 file box.

Notice to township trustees of assistance granted, showing application and case numbers, date, name, address, amount, and signature of director. Arr. by case nos. Hdw. 24 x 18 x 12.

312. CLAIM REGISTER AND CERTIFICATION, 1936--. 1 vol.

Register of claims filed, approved warrants issued, and certification to state department of public welfare, showing date, claim number, amount of appropriation, to whom chargeable, warrant issued by auditor, and signature of director. Arr. by case nos. Hdw. 200 pp. 18 x 12 x 2.





## 313. INDEX TO DEPENDENT CHILDREN, BLIND, AND OLD AGE, 1936--.

1 file box.

Index to all dependent persons, showing name, address, and case number. Indexed alph. by names of dependents. Hdw. 24 x 18 x 12.

## 314. MASTER INDEX, 1936--. 1 file box.

Master index to all cases handled by welfare board, showing application number, name, and signature of payee. Arr. by types of cases and thereunder by names of applicants. Hdw. 32 x 14 x 5.



## XXII. SURVEYOR

The surveyor is a constitutional officer, elected for a term of two years without restriction on reelection. (1) He must give bond in a sum fixed by the board of county commissioners. (2) Prior to the Constitution of 1851 the office of surveyor was in existence by virtue of an act of 1818. (3) The inception date of this office in Kosciusko County is 1837.

The surveyor has charge, under direction of the county commissioners, of all surveying and civil engineering work of the county, including the preparation of plans and specifications for, and supervision of, the construction of all bridges, turnpikes or other roads, ditches, drains, and levies. (4) He also has charge of the repair and maintenance of county highways, (5) unless the county commissioners employ a highway supervisor. (6) The county commissioners may employ the surveyor to serve as highway supervisor. (7)

For private parties, he takes acknowledgments of mortgages and deeds for the conveyance of real estate, (8) and, upon request, establishes lines and corners of lands and lots. (9)

The surveyor may employ deputy surveyors to assist in performing the engineering duties of the office. (10).

All the records are located in the surveyor's office in the courthouse.

---





- |   |  |
|---|--|
| (1) Const., art. 6, sec. 2; 1 Rev. Stat. 1852; Burns 49-3301. | (7) Acts 1933; Burns 36-1110.                    |
| (2) Acts 1913; Burns 49-3302.                                 | (8) 1 Rev. Stat. 1852; Acts 1857; Burns 49-3317. |
| (3) Rev. Laws 1831, ch. 102, sec. 1.                          | (9) 1 Rev. Stat. 1852; Acts 1875; Burns 49-3311. |
| (4) 1 Rev. Stat. 1852; Acts 1911; Burns 49-3309.              | (10) Acts 1891, 1899; Burns 49-3306.             |
| (5) Acts 1933; Burns 36-1101.                                 |  |
| (6) Acts 1933; Burns 36-1113.                                 |  |

### Surveys and Reports

#### 315. LEVEL BOOKS, 1890--. 156 vols.

Records of field surveys, showing date, range, section, name of owner, location and description of land, date of survey, and costs.

Arr. chron. Hdw. 125 pp. 7 x 4 x 3/4.

#### 316. RECORD OF SURVEYS OF LANDS, 1839-1929. 4 vols. (1-4).

Complete record of lands surveyed, showing date, name of owner, description of land, township, range, section, acres, and lot.

Indexed alph. by names of twps. Hdw. 438 pp. 18 x 12 x 1 1/2.

### Construction Plans and Specifications

#### 317. TIME RECORD OF DITCHES, 1933--. 1 vol.

Record of time allotted for completing ditches, showing date, name, description and location of ditch, township, range, section, and date set for completion. Indexed alph. by names of townships.

Hdw. 250 pp. 18 x 12 x 3.

#### 318. DRAINAGE CLEAN-OUT RECORD, 1933--. 1 vol.

Record of public notices by surveyor calling for objections to allotments for cutting weeds and other obstruction to drainage, showing date, name of owner, costs, description of real estate, acres assessed, and acres benefited. Indexed alph. by names of twps.

Typed. 460 pp. 18 x 12 x 3.



319. DITCH REPAIRS, 1893-1927. 4 vols. (1, 1, 3-4).

Record of repairs made to ditches, showing name of ditch, owner, location and description of land, township, range, section, and cost of repair. Indexed alph. by names of twps. Hdw. 500 pp. 18 x 12 x 2 $\frac{1}{2}$ .

#### Maps and Plats

320. DITCH PLATS, 1890--. 7 vols. (1-7).

Record of plats, and petitions for ditches, showing date, location, dimensions, cost of drainage operation, names of petitionors, and location. Indexed alph. by names of ditches. Hdw. 130 pp. 24 x 18 x 1 $\frac{1}{2}$ .

321. KOSCIUSKO COUNTY, not dated. 1 map.

Communications map, showing roads, for purpose of establishing rural routes. Published by U. S. Postoffice Department. Blueprint. Scale, 1 in. to 1 mile. 40 x 36.

322. KOSCIUSKO COUNTY, not dated. 1 map.

Political map of county, showing locations of townships. Colored. No scale given. 46 x 56.

323. KOSCIUSKO COUNTY, 1924. 1 map.

Physical map, showing ponds, streams, and wooded sections in each township. Drawn by Department of Conservation. Published by State of Indiana. Blueprint. Scale, 1" to 1 mile. 30 x 35.

324. KOSCIUSKO COUNTY, 1933. 1 map.

Political map of county, showing townships, ranges, sections, and numbers. Drawn by Lessig Durbin. Published at Warsaw, Ind. Photo-stat. Scale, 1 $\frac{1}{2}$ " to 1 mile. 40 x 50.



325. CITY OF WARSAW, 1934. 1 map.

Communications map of City of Warsaw, showing streets, alleys, and lighting equipment. Drawn by Lessig Durbin. Photostat. Scale, 1" to 400'. 36 x 28.

326. TOWN OF WARSAW, 1878. 1 map.

Plat map of Warsaw, showing streets and alleys, with names of each. Published by Kingman Bros. Blueprint. Scale, 1" to 415'. 23 x 33.

327. CITY OF WARSAW, 1927. 1 map.

Communications map of Warsaw, showing streets and alleys, with names of each. Drawn by Lessig Durbin. Scale, 1" to 200'. 76 x 52.

238. LAKE WAWASEE AND SYRACUSE LAKE, 1933. 1 map.

Physical map of lakes, showing area covered, and character of surrounding terrain. Drawn by Lessig Durbin. Published at Warsaw, Ind. Blueprint. Scale, 1" to 400'. 36 x 72.





### XXIII. HIGHWAY SUPERVISOR

In pioneer times the roads were maintained by the local authorities. The citizens usually worked out their road taxes by giving a certain number of days labor, furnishing their own teams. The township road superintendent had charge of the work performed. This system prevailed for nearly a half a century.

In 1879 the legislature constituted the county commissioners a board of turnpike directors, each serving as supervisor in his own district. (1) In 1913 the county highways were placed in charge of a superintendent of highways, who was appointed by the county commissioners for a term of two years. (2) Some records bear his title. This office was abolished in 1933, (3) and the powers and duties conferred on the surveyor. (4)

In order to provide for necessary supervision of highways in counties warranting more attention than the surveyor can give, the board of county commissioners has the right to appoint, at its option, a highway supervisor whose term of office is discretionary with the board of county commissioners. (5) The board of commissioners of Kosciusko County has appointed a highway supervisor.

The inception date of this office in Kosciusko County is 1933.

The highway supervisor oversees the maintenance and repair of all highways, bridges, and culverts of the county, (6) and has authority to fix the limits of loads carried over them. (7) He must attend the annual road school at Purdue University. (8)



All the records are located in the courthouse.

---

- |                                 |                               |
|---------------------------------|-------------------------------|
| (1) Acts 1879, ch. 115, sec. 1. | (5) Acts 1933; Burns 36-1110. |
| (2) Acts 1913, ch. 330, sec. 1. | (6) Acts 1933; Burns 36-1103. |
| (3) Acts 1933; Burns 36-1113.   | (7) Acts 1933; Burns 36-1102. |
| (4) Acts 1933; Burns 36-1101.   | (8) Acts 1933; Burns 36-1110. |

329. ELECTION OF ROAD SUPERVISOR, 1905--. 1 file box.

Reports on election of road supervisor, showing township, name and location of road, name of supervisor elected, date, and number of votes. Arr. chron. 13 x 10 x 4  $\frac{3}{4}$ . Clk. vt.

330. RECEIPTS, COUNTY HIGHWAY SUPERINTENDENT, 1923--.

1 file box.

County highway receipts for labor and material used in road repair and construction, showing date, receipt number, names of laborers, hours and rate of labor and cost, type and cost of materials used, and total cost. Arr. chron. Condition fair. 15 x 10 x 4  $\frac{1}{2}$ . Aud. vt.





#### XXIV. AGRICULTURAL AGENT

The office of agricultural agent was created by the legislature in 1913. This act provided that an agent should be appointed upon petition by the residents of the county. (1) The inception date of this office in Kosciusko County is 1913.

By legislative enactment in 1937 the office of agricultural agent was created for every Indiana county. The agricultural agent is appointed by the director of agricultural extension service of Purdue University, subject to the approval of a state board, entitled county agricultural agents board. The qualifications of the agricultural agent are prescribed by the board. (2)

The county council is required to appropriate not less than one thousand dollars annually to be used in paying office help, expenses of the agent, mileage, rent, or other incidentals. The salary of the agricultural agent is paid by the state through Purdue University.

The duties of the agricultural agent, under the supervision of Purdue University, are: To cooperate with movements for the advancement of agricultural and country life, with farmers' institutes, farmers' clubs, and other rural and civic organizations; to conduct practical farm demonstrations, boys' and girls' clubs and contest work; to give advice to farmers on practical farm problems; and to aid the superintendent of schools and teachers of the county in giving practical education in agriculture and domestic



science. (2)

All the records are located in the agricultural agents' office in the courthouse.

---

(1) Acts 1913, 1923, 1927;  
Burns 28-4911.

(2) Acts 1937, ch. 224, sec. 1.

331. CORRESPONDENCE AND PROJECT RECORDS, 1934--. 5 file boxes.

Papers pertaining to administration of agents, showing agricultural economics, engineering, and extension methods, animal husbandry, entomology, farm crops, forestry, home economics, and horticulture, Arr. chron. 14 x 12 x 32.

332. RECORD OF 4-H CLUB MEMBERS, 1933--. 4 file boxes.

Record of all members of 4-H Clubs, and activities, showing date, name, township, address, age, school year, subjects taken, and names of parents. Arr. chron. 12 x 14 x 32.





















